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U. S. DEPARTMENT OF LABOR  
U. S. EMPLOYMENT SERVICE

STATE CAPITOL  
HARTFORD, CONNECTICUT

Miss Dorothy Weir, *Training Department*

30-27043

TRAINING OPPORTUNITIES  
FOR  
CONNECTICUT WOMEN



PUBLISHED BY  
WOMAN'S DIVISION  
CONNECTICUT COUNCIL OF DEFENSE





Class LC 1504

Book C8A5

1918









U. S. DEPARTMENT OF LABOR  
U. S. EMPLOYMENT SERVICE

STATE CAPITOL  
HARTFORD, CONNECTICUT

Miss Dorothy Weir, *Training Department*

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# FOREWORD

The last two years have made definite changes in the various fields of women's work; during the war their activities were greatly extended, and it can no longer be doubted that women are in the industrial, business, and professional world to stay. The war deepened the realization in England and America that, even with a reduced working force, maximum production could still be maintained, if the efficiency of the workers was increased by training. Now that the war is over, it is more necessary than ever that such efforts should be continued, and the present period of readjustment is an opportune time in which to develop and perfect new programs of training. It is not likely that there will be much immigration to this country in the near future; labor will be scarce, and woman power must be used as economically and as efficiently as possible.

Up to the present time the majority of women have been engaged in routine work, largely due to the fact that they have not been fitted, either by training or experience, to hold higher positions. Today, in the opinion of the Woman's Division of the U. S. Employment Service in Connecticut, training is a fundamental issue, as experience has demonstrated that training and placement are closely allied. With the aim of making the connection between the two still closer, the following list of the training courses for vocational and professional training, offered to women in the schools and colleges in Connecticut, has been compiled. A study of the educational standards of the institutions offering these courses would have made the survey more valuable, but this was not possible, as an investigation, thorough enough to be of service, would have entailed greater expense and a larger staff of workers than the Employment Service could afford at the present time. Every effort has been made to make the list as complete as possible, though undoubtedly some mistakes and omissions will be found, as it is the first time that anything of the kind has been attempted in this state.

As Connecticut does not offer training for every field of work open to women, representative courses given elsewhere have been included to show that available training can be had for every occupation in which women are working.

A survey of the current demands for women's work has also been included. It is apparent that this is difficult information for the schools and colleges to obtain themselves, and it is hoped to make this the beginning of a closer coöperation between the educational institutions in Connecticut and the Employment Service, so that in the future the needs for trained women and the courses for training them will develop simultaneously.

This pamphlet has been modeled on the bulletin "Opportunities for War-Time Training for Women in New York City", compiled by Miss Emma Hirth and issued by the Clearing House for War-Time Training for Women, of the Council of Organizations for War Service. The Woman's Division of the United States Employment Service wants to express its appreciation to Miss Hirth and also to Miss Eugenia Wallace of the Employment Service of the Young Women's Christian Association in New York for the information and advice which they have given it. We want also to thank all the institutions and individuals who so kindly responded to the questionnaires which were sent out and without whose assistance the present pamphlet would not have been possible.

DOROTHY WEIR,

Training Department Woman's Division,  
United States Employment Service,  
Connecticut.

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# SOME OF THE CURRENT DEMANDS FOR TRAINED WOMEN

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## AGRICULTURE.

The tremendous stimulus which Agriculture received during the war created a sudden new demand for women as agricultural laborers. For the last ten or fifteen years, farm help had been increasingly difficult to obtain, and with the entrance of thousands of men into the army and munition factories, the labor shortage became so acute that women were called upon to take up farm work of the most various kinds. They responded splendidly; under the Woman's Land Army of America and as individuals, women proved that there were few farm activities that they could not undertake and carry through successfully, and they aided materially in increasing the food supply of the entire nation. Such a demand, however, was too artificial to continue in normal times. Farmers do not seek woman labor until the male supply has become exhausted, and it is not likely that the demand will be so great for women in agriculture in the near future, though this will depend on the general labor situation, which it is not yet possible to determine. However, the knowledge and interest that women have gained will prove useful to them in the new fields that are slowly developing. Given sufficient and proper training, women should be successful in managing their own farms and as managers for others, in the dairy and poultry business, as truck farmers and as nurserymen. They will be needed more and more to supervise various types of garden work among children and adults, and the time is not far distant when a thorough knowledge of agriculture will be considered a necessary part of the training for teachers in the country schools. The U. S. Civil Service announces open competitive examinations for both men and women as Specialists in Animal Husbandry and Dairying, as Assistants in Agricultural Instruction, and as Horticulturists; the latter position carries a salary of from \$3000 to \$3240 a year. This country is awakening more and more to the possibilities of intelligent farming and the need for trained women as well as men will steadily increase.

## APPLIED ART

Women as Engineering, Architectural, and Mechanical Draftsmen are being employed in an increasing number of offices in Connecticut, but a technical college training is necessary for advancement. In government work there is no longer the urgent demand for women as draftsmen that existed during the war, though the U. S. Civil Service still offers open competitive examinations for draftsmen, copyist topographic draftsmen and copyist draftsmen, with salaries varying from \$2 a day to \$1200 a year.

Hand Craft as a profession makes an uncertain career for the woman whose livelihood must depend on her own earnings, though there is an occasional demand for hand craft teachers. The profession of Interior Decoration is already overcrowded and a woman must possess exceptional ability and have capital to invest, in order to be finally successful. As Illustrators and Designers, women's opportunities equal those of men, but the field is so limited that it is not advisable for anyone who has not very decided talent to enter it.



## BUSINESS

One point that women who are contemplating a business career should fully realize is that, although no business door is permanently closed to women, they themselves, to a large extent, must create the demand for their work. The business woman, in competition with men, labors under a disadvantage because she has to combat the prejudice which still exists, that it is impossible for a woman to have a business sense. Up to the present time, it has taken a really exceptional woman to make a success in the business world, but such women are slowly proving that, given equal natural ability, training and opportunity, a woman can grasp the essentials of business as readily as a man. The most useful qualifications for the work are initiative, a pleasant personality and a college education, supplemented by practical experience. College training is, however, not absolutely necessary; its lack can be made up by experience and a girl can often start at the bottom and work up if she is ambitious and sufficiently interested to study available material dealing with the subject that she is planning to make her profession. If, after the peace treaty is signed, business expands to the extent that is at present anticipated, there should be many opportunities for women in all its various fields.

Many of the **Banks and Trust Companies** in Connecticut are employing women in their various departments; there are openings for them as tellers, statement clerks, bookkeepers, etc., and a few of the banks even go so far as to say that women could hold any position in their firms. However, most of the work which women actually do is mainly mechanical requiring only accuracy and care, and, though it frequently entails great responsibility, it does not offer any opportunity for advancement either financial or otherwise.

Much the same may be said of the positions open to women in the **Insurance Companies**. They always need women but the positions offered are mostly routine office work and it is seldom that a woman can advance to any of the higher positions. It might, however, be possible for an exceptional woman to become head of a department or to specialize in life insurance work for other women.

There are a few instances of women being successful as **Bond Brokers** and one house in New York has a woman's department, run entirely by women, which is very well patronized, but as yet this field is untouched in Connecticut. The increased intercourse which we are looking forward to with other nations should mean additional positions for women in commerce and trade as many commercial houses and banks are establishing foreign offices and departments. Stenography and Spanish are two of the most useful requisites for work of this character.

To make a success in **Advertising**, requires a very real advertising sense and a knowledge of human psychology for it is necessary, in order to sell, to realize what the public will want. The advertising campaigns which were carried on during the war have proved the value of advertisement and there should be increased opportunities in this direction.

**Real Estate** is another profession in which women are achieving a slow but sure success.

Women are still an exception, not the general rule, in the higher business fields and, on the whole, they are not yet able to compete on equal terms with men, but it is necessary for them to realize that they themselves must have the initiative to develop the need for their work, before the larger opportunities will be open to them.

## CLERICAL WORKERS

During the present period of readjustment, unemployment has been more general among Clerical Workers than among any other class of women in the business world. This is largely due to the

fact that during the war the demands for Stenographers, Book-keepers, Typists, etc., became so great that standards were lowered until only a smattering of knowledge was necessary to command a good position and high pay. In consequence the field is now crowded with women poorly and insufficiently trained and it is among this group that most of the unemployment exists. There is always a demand for the well trained intelligent clerical worker, and a thorough general education and a good commercial training are the most paying investments that a girl can make, in taking up this work, if she is looking for advancement to important secretarial or executive positions.

At the present time in Connecticut there is no real call for women as **Telegraph Operators**.

The need for **Telephone Operators** continues as before. There is always a steady demand for women in this work.

## ECONOMICS

Although **Economics** in itself is not a vocational subject, there is a definite demand for women with such training, in numerous fields of activity. A knowledge of economics is a recognized asset in the business and commercial world. Women who have specialized in economics are likely to find openings in various kinds of statistical work. With the return of industry to its normal condition, it is probable that women who have been trained in economic principles will be in demand for diverse types of industrial work. Such knowledge serves as a desirable background for scientific and constructive social service.

## HOUSEHOLD ECONOMICS

The demand for trained women in **Household Economics** work is increasing each year, and the field is so varied that it should interest many different types of women. There is constant need for superintendents of canning kitchens, dietitians, matrons in institutions, cafeteria directors, lunch room managers, teachers, leaders of boys' and girls' club work, extension workers through the rural districts, demonstrators for private concerns, and the U. S. Civil Service is asking for a specialist in Household Economics with a salary of from \$2500 to \$3000 a year; in fact, this work has infinite possibilities for further development along various lines. People are realizing more and more how fundamentally important a scientific knowledge of Household Economics is, and how through it, the health and living conditions of the whole community can be materially improved.

At the present time some interesting experiments are being made in one branch of this work, that of Domestic Labor. Today the supply of household workers is in no way equal to the demand; few of the women who have been working in munition factories, etc., care to take up again work which does not give them regular working hours, or the greater freedom to which they have grown accustomed. Realizing this, housewives in increasing numbers are applying business methods to their own homes, and are standardizing the hours, wages and general efficiency of the household work. The stigma commonly attached to domestic service is false and must be eliminated, but to accomplish this requires tact and training on both sides. The Home Assistant, who is taking the place of the domestic servant, does not eat or sleep in her employer's house; she works on an eight-hour day basis, with a forty-four hour week, is paid by the hour, with time and one-half for overtime, and has two weeks' vacation with pay during the summer. However, on her side, owing to the increased cost of labor in employing a woman of this type, it is necessary that she be better trained in household management than before and have a more intelligent knowledge of her work. Outside of Connecticut a few classes for training Home Assistants have already been started which, as the demand for them grows, will undoubtedly be extended. This experiment is being tried out

with great success in various parts of the country and it is certainly an idea which should interest both modern housewives and the workers themselves and will do much towards lifting housework to the dignified position where it really belongs.

## INDUSTRY AND TRADES

The census taken in 1910 called attention to the fact that a large number of women were already doing **Industrial Work**; it has been stated that at that time 57% of the girls between the ages of 16 and 20 earned their own living and that 46% of all the working women in Connecticut were industrial workers. No definite figures concerning the present decade can be obtained until the returns of the 1920 census are available but it is a commonly accepted fact that during the war a very large number of women not having worked in industry before entered the industrial field. Though questioned by some, it is acknowledged by many, especially those who have had the opportunity to give the subject scientific study, that a largely increased number of women will now remain in industry. Recognizing this fact, the need of constructive industrial training is very apparent, for no woman can develop her highest efficiency without training. Connecticut lacks the possibility of trade training to a marked degree as practically the only trade training offered is in Dressmaking and Millinery. It is true that a few of the industrial positions open to women have required much specialized knowledge, partly because women have been satisfied to do work which paid them a moderate wage and required practically no training. It should be realized that proper training, even of brief duration would be of great benefit to the woman herself, and at the same time make her more valuable to her employer. During the war, many manufacturers realized this and Vestibule Schools were instituted in their factories, where girls became proficient in simple process work, but this is not sufficient; it is now really necessary for a girl to have some general knowledge of machinery and some knowledge of present industrial conditions.

**Salesmanship** offers an interesting career to a woman who has initiative, patience, tact and a knowledge of human nature. There is today a demand for good saleswomen in all branches of the profession as the department stores and other trades have been very under-manned during the war, and they are now filling up their ranks. Some of the larger stores offer excellent opportunities, positions of real responsibility, and high salaries to women who are ambitious and who can prove themselves well fitted to the task as Buyers and Traveling Saleswomen. The schools and classes for salesmanship, which are being established in various parts of the country are tending to raise the standards of work by increasing the worker's efficiency and financial value.

It is not possible today to determine what the demands for **Employment Managers** are going to be in the near future. It is work which has the greatest possibilities of development, but now that the war is over, there is a chance that the market may be overcrowded temporarily. Employment management is a profession for which women are particularly well suited and there is no doubt that, as soon as normal conditions in industry prevail, there will be a great demand for women in this work, especially by those factories which employ women workers.

## LANGUAGES

The general trade conditions of the business world are gradually assuming a more normal aspect, and the chances are that, with the signing of peace, our foreign trade will be greatly stimulated and extended. Up to now, in this country, the knowledge of a language other than English has seldom been considered a vital necessity in



the field of business, but times have changed and a thorough knowledge of a foreign tongue is now a valuable asset for the further development of many businesses and professions. Spanish should be a particularly useful language as our intercourse with South America is growing rapidly, and there is an increased demand for workers with a knowledge of commercial Spanish in shipping houses, banks, commercial houses, etc. The Bureau of Foreign and Domestic Commerce of the Federal Department of Commerce is holding open competitive examinations in Dano-Norwegian, Dutch, French, German, Italian, Portuguese, Russian, Spanish and Swedish, with salaries varying from \$1200 to \$1800 a year. A complete understanding of a language may often prove an opening to wider opportunities, and it is a very necessary preface to the study of medicine, industry and science.

## PROFESSIONS

### FINE ARTS

As soon as normal conditions prevail, building will be resumed on a larger scale than ever before and Architecture, which has practically lain dormant during the war, should come into its own again. This profession has not thus far attracted many women, but it should offer real opportunities to them today, particularly in work of a domestic and residential character, a branch of Architecture for which they are well fitted and where their absence has long been felt. Men have neglected this side of the profession for larger and more important work, leaving it in the hands of the poorer architects and builders, and women should find a field opening to them, rich in possibilities.

Landscape Architecture is an interesting career for women and, if successful, is very remunerative as well, but the fact that it is a luxury for most people prevents the demand from ever becoming very extensive, so that it is a profession that should not be entered without much consideration.

In Painting, Drawing, Sculpture and Music, women's opportunities are equal to those of men, but the fields are limited and overcrowded. Anyone planning to make one of these professions their career should realize that success is slow in coming, and be willing to make the necessary financial sacrifice that such work usually entails.

### ENGINEERING

There cannot be said to be a very insistent demand for women Engineers at the present moment, but work of this kind must depend for its success on the individual woman, and, with the splendid opportunities for training that are now open to them, the women who are naturally fitted for it, should be able in time to convince the world of their ability and skill.

### JOURNALISM

There are frequently openings for Advertising Agents, Publicity Experts and Reporters which offer a future full of interest for girls with a news sense. Moreover the woman is man's equal on a newspaper and is paid what she earns, not what she can get, as the rule so often is in other professions. The campaigns conducted during the war have shown the importance of intelligent publicity and the demands will continue for similar work in the future. The fact may also be considered, that a position on a good newspaper is a very valuable preparation for many different lines of work.

### LAW

The Yale Law School has recently opened its doors to women, thereby adding another name to the long list of colleges throughout the country where women may study law, and the fact that, during

the past few years, women have been appointed as Judges, Prosecuting and District Attorneys, and Masters in Chancery is significant to show that they are making the most of the opportunities open to them.

#### LIBRARY WORK

Like teaching, **Library Work** is a profession that requires a long period of training and devotion to the work, and offers small financial recompense, and, as the demands for well educated women increase and the ranks of librarians are therefore being depleted, the demand for librarians is increasing. Though financial returns are small, the life of a librarian has many advantages. It offers great variety and intellectual stimulation and a real knowledge of books; it offers possibility for study and it entails human relationships and intercourse with all those in the community who seek to develop intellectually. It also offers the rare assurance that old age will not deprive the librarian of her position. In general, business houses, banks, factories, and publishing houses give librarians far better salaries but while openings of this sort are increasing in the United States as a whole, Connecticut has as yet few such positions to offer.

#### MEDICINE, ETC.

Medicine offers one of the finest careers that exist for women today. During the war, a number of the largest and most conservative hospitals opened their doors to women Interns, and today women can obtain training in most of the good medical schools in the country. The Women's Overseas Hospital, by its adaptability and skill, has further proved the ability of women in this profession and the demands for women **Doctors** and **Surgeons** are steadily increasing and will continue to do so. As private practitioners women are doing particularly valuable work with women and children, and for the woman who does not care for this branch of the profession, the opportunities are even larger in the fields of Public Health work, social and scientific work, as Medical Inspectors in schools, factories, etc.

#### DENTISTRY AND ORAL HYGIENE

It is an established fact that there is now a real need for women **Dentists**. They have proved themselves particularly successful in preventative work and in work with children and as today these are becoming two of the most important branches of the dental profession, there should be great possibilities for women to develop their work in the future.

**Oral Hygiene** fills a want that has long been felt and before many years elapse will undoubtedly be an established part of every school clinic.

#### NURSING

During the past two years, due to the war and the influenza epidemic, the shortage of **Nurses** became so acute that many methods were adopted to urge some women to take up this profession. Hospitals enlarged their training facilities and offered special short courses for **Nurses' Assistants**, the army opened huge training camps of its own, a training school was started at Vassar for college graduates and, in addition, a country wide drive was carried on to obtain recruits. It might seem, in consequence, that the supply of nurses would be more than sufficient to meet the demands today, but the field of nursing has broadened so enormously, particularly in the line of Public Health Nursing, that its needs are still far from being met. Nurses are needed in increasing numbers in infant welfare and prenatal nursing, school nursing, tuberculosis and contagion nursing, hospital social service, industrial nursing, and mental hygiene nursing, and not only is the nursing field itself enlarging, but it is becoming an established fact in more and more communities that a **Public Health Nurse** is a necessity, not a luxury, and the demands are growing accordingly.



## RELIGIOUS WORK

The churches are endeavoring to broaden their fields of service, and consequently will need increasing numbers of Deaconesses, Pastor's Assistants, domestic and foreign Missionaries, Y. W. C. A. Secretaries, etc. Until recently the churches have had to depend almost entirely upon volunteer service, which is always an uncertain quantity and is frequently lacking in knowledge of modern methods of procedure; proper training should help to make this assistance more efficient and increase the value of the work accomplished.

## TEACHING

There is a great demand today for good Teachers in the public schools of Connecticut as there is at present a very real shortage throughout the country in the teaching profession. This is largely due to the low salaries that teachers receive which do not compare favorably with those in other professions. This is undoubtedly one of the factors that tend to make three years the average term of teaching in Connecticut.

Teaching is no longer, as formerly, the only career open to women of education. Other fields are calling them which are equally interesting and far more profitable and until the public awakens to the realization that teachers, even in small schools, should have a higher financial value to the community they serve than the school janitors, as is sometimes the case today, conditions will not materially improve. On the other hand, there are many girls who enter the teaching profession who have not the proper qualifications and who drift into teaching merely because they can think of nothing they care to do more with consequently poor results both for themselves and for the children they teach.

Teaching, however, offers a career rich in rewards other than money; for those who have the gift for it and a genuine sound enthusiasm, no profession offers greater possibilities for service and there are opportunities of advancement for women teachers as department heads, principals, and superintendents.

When ex-Emperor William laid the foundation of modern Germany, he turned first to the teachers of the elementary schools for assistance, and they played an important part in the building up of the German military machine. Germany has demonstrated that the teachers of a nation can become a great influence for evil, but it is just as true that, realizing their own power, they can become in this country, the great force to instill in the coming generations the fundamental democratic principles of the nation.

## PHYSICAL TRAINING

Even before the war we were beginning to recognize the importance to a nation of good bodily health among its citizens, and the discovery by the selective Draft Boards of the physical unfitness and undevelopment among the men in this country has served to deepen this realization and to awaken us to the necessity of correcting it. An increased interest in physical training will mean the extension of work of this kind in schools, gymnasias, playgrounds and recreational centers, and more teachers will be needed for work with physical and mental defectives, for corrective gymnastic work, educational dancing, etc., and therefore there will be many openings for those who are interested in developing this work.

## SCIENTIFIC WORK

During the war the Government Departments offered scientific women an unrestricted field in which to prove their ability and large number of them took advantage of the opportunity. Before the war women had found it difficult to advance in scientific work beyond mere routine tasks, and it will be interesting to see how

far the foothold which they have gained during the last two years, will carry them. The demands are no longer so unusual, but the United States Civil Service is still holding open competitive examinations for a Bacteriologist, for a Mineral Geographic Aid, a Mineral Geographer, Assistant in Pharmacology, Associate and Junior Chemists, and for some other minor positions. It is still too early to predict what the future demands for women with scientific training will be in other fields. There are not many openings in Connecticut today but it will be only a question of time before industrial plants will be increasing their laboratory staffs and there should before long be opportunities in Public Health work, Research Laboratories, etc.

### SOCIAL WORKERS

Of late years the general awakening of a community spirit has led to an increased demand for trained social workers, and various phases of community work which were stimulated during the war are being embodied in permanent programs. Thoroughly trained Case Workers are urgently needed and the demand is growing for trained workers in the field of hospital social service, in addition to the work of Charity Organization Societies and the Home Service Section of the Red Cross. Specialized workers are required for Recreational Work, Americanization activities, and Child Welfare agencies, and with the extension of the work of the Y. W. C. A. and kindred associations, there is likely to be a particularly active field for social workers trained as Recreational Directors. The demand for adequately trained social workers in Connecticut has far exceeded the supply, and with the extension of the child-placing work of the State Board of Charities, the state will need more social workers who have had training with child-caring agencies.

## AGRICULTURE

### AGRICULTURE—Four-Year Course

CONNECTICUT AGRICULTURAL COLLEGE, Storrs

**Purpose**—A college course in Agricultural Science designed primarily for the training of young men and women as farmers, teachers, investigators and agricultural experts.

**Subjects**—Dairy, poultry, and animal husbandry, veterinary science, agronomy, farm management, agricultural engineering, horticulture, forestry, botany, genetics, bacteriology, zoology, entomology, geology, chemistry, economics, education, English, history, modern languages, etc.

**Admission Requirements**—Age 16; High school diploma or its equivalent

**Credit**—Degree of Bachelor of Science

**Length of course**—4 years, beginning the last week in September, ending the second week in June

**Fee**—None for residents of Connecticut

### AGRICULTURE—Two-Year Course

CONNECTICUT AGRICULTURAL COLLEGE, Storrs

**Purpose**—A course designed for those who wish to obtain a practical education in agriculture without high school preparation, or who for other reasons do not care to pursue a full college course.

**Subjects**—Field crops, soil management, poultry and dairy husbandry, horticulture, agricultural engineering, botany, chemistry, farm management, veterinary science, entomology, forestry.

**Admission Requirements**—Age 16; Completion of Grammar School or its equivalent

**Credit**—Diploma

**Length of course**—2 years, beginning the last week in September, ending the second week in June

**Fee**—None for residents of Connecticut

**NOTE**—Any person eligible to enter the regular courses, may enter as a special student and undertake such work as particularly serves her needs. Special short courses in dairying, etc., will be given if classes of twelve or more students are formed

## HORTICULTURE

SCHOOL OF HORTICULTURE, Albany Avenue, Hartford

**Subjects**—Horticulture, propagation of plants by seed planting, hard and soft wood cuttings, potting and repotting, seed testing, seed germination, grafting, budding, pruning, spraying, study of soils, insects, etc., how to plan, lay out and teach by the intensive method, etc.

**Length of course**—Not limited, beginning at any time

**Fee**—50c. for 1½ hour lesson

**Subjects**—School gardening, both indoor and out, taught with up-to-date equipment and a practice garden in the greenhouse.

**Length of course**—not limited, beginning at any time

**Fee**—50c. for 1½ hour lesson

**Subjects**—Bee culture, a complete remunerative study given indoors and out with latest appliances

**Length of course**—Not limited, beginning at any time

**Fee**—50c. for 1½ hour lesson

## AGRICULTURE

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### TEACHER TRAINING

CONNECTICUT AGRICULTURAL COLLEGE, Storrs

**Subjects**—Agronomy, agricultural engineering, farm management, dairy, poultry and animal husbandry, botany, zoology, chemistry, economics, horticulture, genetics, agricultural economics and engineering, marketing, bacteriology, forestry, education, apprentice teaching, vegetable gardening, entomology, plant pathology, veterinary science, etc.

**Admission Requirements**—Age 16; High School diploma or its equivalent

**Credit**—Degree of Bachelor of Science

**Length of course**—4 years, beginning the last week in September, ending the second week in June

**Fee**—None for residents of Connecticut

## APPLIED ART

### APPLIED ART

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note below.)

**Subjects**—Elementary design, problems in geometric ornament in black, white and intense color, in historic ornament with modern application and work in present day brilliant color.

**Studio fee**—\$8.00

**Subjects**—Advanced design: Advanced problems in color and form. Designs are made for woven and printed fabrics (including chintzes, wall papers, and block prints), also objects in pierced and raised metals, glass, decorated pottery, carved, inlaid and painted wood. Several problems in applied design.

**Admission requirement**—Design or its equivalent

**Studio fee**—\$8.00

6 hours per week

### APPLIED ART

NORWICH ART SCHOOL, Norwich

**Subjects**—Applied arts, stenciling, wood-block printing, bookbinding, needle-work, posters and post-card designing,

**Length of course**—3 years beginning the last week in September

**Fee**—\$35 per year, materials extra

## CRAFTS

### BASKETRY

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

**Subjects**—Principles of form, design and color in basketry, reed, raffia and willow craft.

**Admission requirements**—Age 16

**Length of course**—One term, 12 lessons

**Fee**—Day classes, \$5.00; evening classes \$3.50

### CERAMICS

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note below.)

**Subjects**—Elementary ceramics: a course aiming to develop pottery as a craft with emphasis on its industrial possibilities. The first year is devoted to acquainting the student with working materials, clay, glaze constituents and coloring oxides.

**Studio fee**—\$4.00

4 hours a week

**NOTE**—These courses are part of the prescribed curriculum of the Connecticut College for Women. General tuition fee for the academic year \$165. The degree of Bachelor of Arts or Bachelor of Science are conferred on the satisfactory completion of a program of studies.



Subjects—Ceramics: casting as a method of producing and ornamenting pottery, is introduced during the first semester. Working piece-moulds are made. Technical processes are studied, involving the use of both clays and glazes.

Studio fee—\$4.00

4 hours a week

Subjects—Advanced ceramics: problems include slip-relief and underglaze painting. Prescribed reading, glaze-making, wheel-throwing, kilnpacking and firing, form integral parts of the work of each year. For those looking to a teacher's career, opportunity will be provided for practice teaching.

Studio fee—\$4.00

4 hours a week

## CERAMICS

NORWICH ART SCHOOL, Norwich

Subjects—Ceramics: hand-building, wheel-throwing, castings, press and slip molds, glazing and decorating.

Length of course—3 years, beginning the last week in September

Fee—\$35 per year; materials extra

## HAND-LOOM WEAVING

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

Subjects—(1) Looms; warps; design; materials spun and unspun; free weaving with unspun materials; frame weaving with needle; stretched warp. (2) Free weaving with spun materials; weaving on spun and thread warps; hanging warp; Navajo loom; heddles; weaving on hand loom; design in weaving.

Admission requirements—Age 16

Length of course—One term, 12 lessons

Fee—Day classes, \$5.00; evening classes, \$3.50

4½ hours per day; 2½ hours per evening

## LACE-MAKING

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

Subjects—The making of Torchon, Irish point, Guipure, Valenciennes, Venetian Point, Duchesse, Honiton and other varieties of pillow lace.

Admission requirements—Age 16

Length of course—One term, 12 lessons

Fee—Day classes, \$6.50; evening classes, \$3.00

2½ hours per day; 2½ hours per evening

## LEATHER WORK

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

Subjects—A study of different leathers and their utilization; also the tooling and illumination of leather; engraved, inlaid and carved leather are studied; burnt and repousse work, spattering and nail decoration.

Admission requirements—Age 16

Length of course—One term, 12 lessons

Fee—Day classes, \$5.00; evening classes, \$3.50

4½ hours per day; 2½ hours per evening

## APPLIED ART

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### METALRY

NORWICH ART SCHOOL, Norwich

Subjects—Jewelry, fine gold and silversmithing, raising, enameling.

Length of course—3 years, beginning the last week in September  
Fee—\$35 per year; material extra

### METALRY

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

Subjects—Hand-wrought metal craft; brass and copper. Jewelry and silversmithing. Design, form and color as applied to the artistic use of sheet metals, and the decorative use of metal in the modeling of useful articles.

Admission requirements—Age 16

Length of course—2 terms

Fee—Day classes, \$5.00; evening classes, \$3.50

4½ hours per day; 2½ hours per evening

## DRAFTING

### DRAFTING (Elementary Mechanical Drawing)

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

Subjects—Drawing to scale and simple working drawings.

Studio fee—\$1.00

4 hours a week

### DRAFTING (Mechanical and Architectural)

BOARDMAN APPRENTICE SHOP, New Haven

STATE TRADE EDUCATION SHOP, Bridgeport

STATE TRADE EDUCATION SHOP, South Manchester

STATE TRADE SCHOOL, Meriden

STATE TRADE SCHOOL, Stamford

STATE TRADE SCHOOL, Torrington

STATE TRADE SHOP, Putnam

TRADE INSTRUCTION DEP'T, VOCATIONAL HIGH SCHOOL, New Britain

NOTE—The above are classes for boys, to which girls would be admitted, if they made application and it was found that they were really interested in the work

## INTERIOR DECORATION

### INTERIOR DECORATION

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

Subjects—The study of color and composition of individual rooms as expressed by wall coverings, hangings, furniture, lamps, etc. These materials and objects having been studied and designed in the earlier years are now brought together to form compositions in elevation. One hour a week is given to the theory of decoration and the relation between the different parts of a room and of one room to another.

**Admission requirements**—Design and advanced design or equivalent

**Fee**—\$8.00

6 hours per week

**Subjects**—Advanced interior decoration: This course follows interior decoration, offering problems in period decoration in elevation and perspective. In the last half of the year, opportunity is afforded for original and practical work.

**Admission requirements**—Interior decoration or equivalent

**Fee**—\$8.00

## PHOTOGRAPHY

### PHOTOGRAPHY

CONNECTICUT COLLEGE FOR WOMEN, *New London*

(See note foot of page 15.)

**Subjects**—Application of art to photography; instruction in the use of the camera and various types of lenses. Field and laboratory work, developing, printing and mounting. Practice in still life, landscape, architecture and portraiture.

**Studio fee**—\$3.00

4 hours of studio work per week

**Subjects**—Advanced photography: Copying, making positives, enlarged negatives and lantern slides. The manipulation of negatives and printing papers.

**Studio fee**—\$4.00

4 hours studio work per week

## TEXTILE DESIGN

### ☉ TEXTILE DESIGN

LOWELL TEXTILE SCHOOL, *Lowell, Mass.*

**Subjects**—Cloth analysis, art design, weaving.

**Admission requirements**—Grammar school graduation

**Length of course**—3 years, beginning September

**Fee**—About \$75 a year

### ☉ TEXTILE DESIGN

NEW YORK SCHOOL OF FINE AND APPLIED ART, 2239 *Broadway, New York*

**Subjects**—A course in color and design, planned to meet the needs which the changes, due to the war, have brought about in the national trade.

**Length of cours**—2 years, beginning in September

**Fee**—\$130



## BUSINESS ADMINISTRATION

### ⊛ ACCOUNTANCY

THE FINANCIAL CENTER FOR WOMEN, Sixty-Fourth Street and Central Park West, New York

**Subjects**—Elements and principles of accounting; the balance sheet, its form and arrangement, valuation and depreciation of assets and liabilities, reserves, surplus, sinking funds; the analysis of accounts and financial statements; bank reconciliements, various forms and reports; real estate accountancy, brokers' statements, income tax statement; household accountancy.

**Admission requirements**—High school education or equivalent in some similar institution, or equivalent in business and efficiency training

**Credit**—Certificate

**Length of course**—8 months, or 33 months, beginning any time

**Fee**—8 months' course, \$450; 3 months' course, \$100

### ⊛ ACCOUNTING

SCHOOL OF BUSINESS, Columbia University, New York

**Subjects**—First year: Accounting, advanced economics or history of American commerce; business organization and administration; money and banking or corporation finance; French, German or Spanish. Second year: Cost accounting, accounting laboratory, auditing, business statistics; mathematics of statistics; business mathematics; exchanges; investments; science of public finance; income tax procedure; business law, corporation law, bills and notes, partnership.

**Credit**—B. S. degree

**Admission requirements**—2 years of college work including English, modern language, history, economics, commercial geography, mathematics

**Length of Course**—Two years, beginning in September

**Fee**—\$6.00 per point, 60 points required

### ⊛ ADVERTISING AND SELLING

COLUMBIA UNIVERSITY, New York City

**Subjects**—First year: Accounting, advanced economics or history of American commerce. Business organization and administration; money and banking or corporation finance; French, German or Spanish. Second year: Practical and advanced advertising, retail merchandizing, sales management, psychology of advertising and selling, foreign salesmanship, business statistics, advanced business organization and administration, Exchanges, Business law. The marketing of manufactured products.

**Admission requirements**—2 years of college work including English, modern language, history, economics, commercial geography, mathematics

**Credit**—B. S. degree

**Length of Course**—Two years, beginning in September

**Fee**—\$6.00 per point, 60 points required

⊛ This mark designates courses given outside the State.

## COMMERCIAL SUBJECTS

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### ⊕ BANKING

THE FINANCIAL CENTER FOR WOMEN, Sixty-Fourth Street and Central Park West, New York City

**Subjects**—Practical Banking: The study of currency and its issue; bank reserve and capitalization; balance sheet, checks and the negotiable instrument law; drafts, commercial paper, trade acceptances, notes, discount and interest, collateral, loans and credit. Methods of borrowing money; bank organization, departments, and procedure of each department, New York clearing house and its methods of work, Federal Reserve Bank and its clearing house and purpose.

**Admission requirements**—High school diploma or its equivalent in business experience

**Length of Course**—3 months

**Fee**—\$100

### BUSINESS ADMINISTRATION

SHEFFIELD SCIENTIFIC SCHOOL (GRADUATE COURSES), Yale University, New Haven

**Subjects**—Industrial organization and management, market distribution, business finance, insurance, accounting, statistics, business law, investments.

**Admission requirements**—Graduates of colleges and universities, having had course in the principles of economics and courses in two other economic subjects. Graduates of engineering courses may likewise be admitted

**Length of Course**—1 year

**Fee**—\$125

### ⊕ BUSINESS AND FINANCE

COLUMBIA UNIVERSITY, New York City

**Subjects**—First year: Accounting, advanced economics or history of American commerce. Business organization and administration; money and banking or corporation finance; French, German or Spanish. Second year: Principles of money and banking; elements of banking practice, corporation finance, banking and credit, international banking, and foreign exchange, central reserve banking, the Federal Reserve System, banking operation, banking legislation, financial institutions, ports and terminal facilities, investments, exchanges, business law statistics, mathematics of statistics and investments, advanced business organization and administration, accounting, economic history of Latin America, bills and notes, contracts, agency, partnership, corporations.

**Admission requirements**—2 years of college work including English, modern language, history, economics, commercial geography, mathematics

**Credit**—B. S. degree

**Length of Course**—Two years, beginning in September

**Fee**—\$6.00 per point, 60 points required

### ⊕ COMMERCE AND TRADE

COLUMBIA UNIVERSITY, New York City

**Subjects**—First year: Accounting, advanced economics or history of American commerce. Business organization and administration; money and banking or corporation finance; French, German or Spanish. Second year: Economic resources, history of American commerce. Port and terminal facilities, theory and practice of ocean transportation, international

## COMMERCIAL SUBJECTS

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trade and foreign salesmanship, business law, advanced business organization and administration, railway and water transportation, railway traffic and rates, exchanges, the trust and corporation problem, psychology of advertising and selling, advertising, retail merchandizing, sales management, the marketing of manufactured products, law of contract, corporations, Latin-American commercial law, economic history of Latin America.

**Admission requirements**—2 years of college work including English, modern language, history, economics, commercial geography, mathematics

**Length of Course**—Two years, beginning in September

**Fee**—\$6.00 per point, 60 points required

### ❖ EXPORT AND IMPORT

THE FINANCIAL CENTER FOR WOMEN, Sixty-Fourth Street and Central Park West, New York City

**Subjects**—Commercial geography, ports and terminals, transportation; production and by-products, foreign markets, agency and commission, shipping methods, marine insurance, invoices, declarations, methods of payment.

**Admission requirements**—High school graduation

**Length of course**—4 months

**Fee**—Regular 4 months' course, \$150; emergency 3 months' course, \$100

Mornings, afternoons, or evenings

**Subjects**—Foreign exchange; commercial papers used in domestic and foreign exchange, trade and bank acceptancies, documentary bills, methods of payment

**Admission requirements**—High school graduation

**Fee**—Regular 4 months' course, \$150; emergency 3 months' course, \$100

Mornings, afternoons, or evenings

### ❖ FINANCE

THE FINANCIAL CENTER FOR WOMEN, Sixty-Fourth Street and Central Park West, New York City

**Subjects**—Currency and its use; bank reserve; capitalization; balance sheet; checks and the negotiable instrument law; drafts; commercial papers; trade acceptances; notes; discount and interest; collateral; loans and credit; methods of borrowing money; bank organization, departments and procedure of each department; New York clearing house and its methods of work; Federal Reserve Bank, its clearing house and purpose.

**Admission requirements**—High school diploma or its equivalent in business experience

**Credit**—Certificate

**Length of course**—3 to 4 months, beginning any time

**Fee**—Regular 4 months' course, \$200; emergency 3 months' course \$100

### ❖ INSURANCE

COLUMBIA UNIVERSITY, New York City

**Subjects**—First year: Accounting, advanced economics or history of American commerce. Business organization and administration; money and banking or corporation finance; French, German or Spanish. Second year: Life, casualty and fire insurance; insurance problems, business law, calculus, business mathematics, business statistics, mathematics of statistics, law of insurance, investments, advertising, sales management, psychology of advertising and selling.

## COMMERCIAL SUBJECTS

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**Admission requirements**—2 years of college work, including English, modern language, history, economic, commercial geography, mathematics

**Credit**—B. S. degree

**Length of course**—2 years, beginning in September

**Fee**—\$6.00 per point, 60 points required

### ⊙ INVESTMENTS

THE FINANCIAL CENTER FOR WOMEN, Sixty-Fourth Street and Central Park West, New York

**Subjects**—Study and analysis of bonds, stocks and mortgages; classification and comparison; book, market, and par value, premium, and discount, rate of interest, accrued interest, dividends, net yield, rate of income; judging the value of stock, the standard of measurement for bonds, New York stock exchange and the Curb market and their methods and purposes; financial sheet in daily paper and its use, business barometers and their effects.

**Admission requirements**—High school diploma or its equivalent in business experience

**Length of course**—3 months

**Fee**—\$100

### ⊙ MANAGERIAL TRAINING

THE FINANCIAL CENTER FOR WOMEN, Sixty-Fourth Street and Central Park West, New York City

**Subjects**—Business organization and management; study of production, bi-products, markets—foreign and domestic; transportation—land and water; sales organization, wholesaler, jobber, retailer; methods of building up trade; credit and the credit man and his methods; business correspondence; employees and their management.

**Admission requirements**—High school diploma or its equivalent in business experience

**Length of course**—6 months

**Fee**—\$300

## BOOKKEEPING

### BOOKKEEPING

THE BOOTH & BAYLISS COMMERCIAL SCHOOL, Inc.,  
167 Fairfield Avenue, Bridgeport  
51 West Main Street, Waterbury

**Subjects**—Theory and practice of double-entry bookkeeping, business problems, adding machine practice, rapid calculation, arithmetic, spelling, and penmanship.

**Admission requirements**—Grammar school education; high school education preferred

**Length of course**—Varies, beginning any time

**Fee**—\$15 per month, for day course; \$6 per month, for evening course

**Days**—Mon., Tues., Wed., Thu., Fri., 8 to 1; evenings—Bridgeport: Tues., Wed., Thu.; Waterbury: Mon., Tues., Thu., Fri., 7 to 9.30



## COMMERCIAL SUBJECTS

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### BOOKKEEPING

THE BRIDGEPORT BUSINESS COLLEGE, INC., Court Exchange, Bridgeport

Subjects—Bookkeeping, commercial arithmetic, penmanship, business English, commercial law, spelling, rapid calculation.

Admission requirements—Grammar school graduation

Length of course—About 5 months, beginning any time

Fee—\$12 per month for day course; \$6 per month for evening course

### BOOKKEEPING

BUTLER SCHOOL, 131 Court Street, New Haven

Subjects—Bookkeeping, commercial arithmetic, penmanship, spelling, actual business practice, business correspondence, rapid calculation, banking, business forms, commercial law.

Admission requirements—Grammar school graduation

Credit—Diploma

Length of course—6 to 12 months beginning any Monday

Fee—\$12 a month for day course, books extra; \$6 a month for evening course, books extra

Days—Mon., Tues., Wed., Thur., Fri., 9 to 1; evenings—Mon., Wed., Fri., 7 to 9.15

### BOOKKEEPING

CONNECTICUT BUSINESS COLLEGE,

36 Pearl Street, Hartford

489 Main Street, South-Manchester

163 Main Street, New Britain

Subjects—Bookkeeping, single and double entry, commercial arithmetic, correspondence, penmanship, commercial law, filing, spelling, rapid calculation, banking,\* farm bookkeeping,\* typewriting,\* adding machine.

Admission requirements—Grammar school graduation

Credit—Diploma

Length of course—8 months

Fee—\$15 a month for day course; \$5 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—Mon., Wed., Fri., 7 to 9

\*Elective

### BOOKKEEPING

CONNECTICUT BUSINESS UNIVERSITY, 19 Congress Avenue, New Haven

Subjects—Bookkeeping, arithmetic, writing, spelling.

Length of course—About 9 months

Fee—\$12 a month for day course; \$6 a month for evening course

### BOOKKEEPING

DANBURY BUSINESS INSTITUTE, 240 Main Street, Danbury

Subjects—Bookkeeping, spelling, rapid calculation, penmanship, arithmetic, law, English, correspondence, typewriting, phonographic dictation (not required), filing (not required).

Admission requirements—Age 14; Grammar school graduation

Credit—Diploma

Fee—\$14 per month for day course; \$6 per month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 8.30 to 4; evenings—Mon., Tues., Thur., 7 to 9.40

## COMMERCIAL SUBJECTS

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### BOOKKEEPING

HIGGINSON BUSINESS INSTITUTE, 171 Court Street, Middletown

Subjects—Bookkeeping, spelling, business letter writing, penmanship, arithmetic, office methods and practice.

Credit—Diploma

Length of course—6 months; evening class, 8 months

Fee—Day class, \$17, including typewriter for home use; without machine, \$14. Evening class, \$11; without machine, \$8. Books, \$3 extra for either class

Days—Mon., Wed., Fri., 4.30; evenings—Mon., Wed., Fri., 7.30 to 9.30

### BOOKKEEPING

THE HUNTSINGER BUSINESS SCHOOL, INC., 197 Asylum Street, Hartford

Subjects—Single and double entry, business correspondence, proprietary accounting, partnership accounting, corporation accounting, theory of bookkeeping, mercantile accounting, commission business, typewriting billing, rapid calculation, accounting course, cost accounting, commercial law, arithmetic, penmanship, spelling, English, banking.

Admission requirements—Grammar school graduation

Credit—Diploma

Length of course—6 to 10 months

Fee—\$15 per month for day course; \$5 per month for evening course

Days—9 to 3; evenings—Mon., Wed., Fri., October to April, 7.15 to 9.15

NOTE—This school also offers elective courses in salesmanship, Civil service, English subjects, higher accounting, special penmanship

### BOOKKEEPING

JEWETT BUSINESS SCHOOL, Thayer Building, Franklin Square, Norwich

Subjects—Bookkeeping, rapid calculation, arithmetic, business English, spelling, penmanship, banking, office practice.

Admission requirements—Age 16

Length of course—8 months

Fee—\$12 a month

5 hours per day; 2 hours per evening

### BOOKKEEPING

LARSON TUTORING SCHOOL OF COMMERCIAL TRAINING, 195 Church Street, New Haven

Subjects—Bookkeeping.

Admission requirements—Age 15 to 16; grammar school graduation

Length of course—5 to 6 months

Fee—\$15 a month for day course; books, \$3; 6 a month for evening course; books, \$3

### BOOKKEEPING

LEE'S COMMERCIAL COLLEGE, 305 Atlantic Street, Stamford

Subjects—Double-entry, bookkeeping, rapid calculation, spelling.

Credit—Diploma

Length of course—8 to 19 months

Fee—\$13 a month for day course; \$5 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—Mon., Wed., Fri., 7.30 to 9.30

## COMMERCIAL SUBJECTS

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### BOOKKEEPING

MERCHANTS' AND BANKERS' BUSINESS SCHOOL, 61 Pratt Street, Hartford

Subjects—Bookkeeping, business arithmetic, rapid calculation, penmanship, English, correspondence, commercial law, salesmanship, filing, and office training.

Admission requirements—Age 16; grammar school education

Credit—Diploma

Fee—\$18 a month for day course; \$6 a month for evening course; books extra

Hours—Days Mon., Tues., Wed., Thur., Fri., 9 to 3.30; evenings—Mon., Wed., Fri., 7.15 to 9.15

### BOOKKEEPING

MERRILL BUSINESS COLLEGE,

Advocate Building, Stamford

City National Bank Building, South Norwalk

Post Office Building, Port Chester

Subjects—Theory and elementary accounting, commercial arithmetic, commercial law, business English and letter writing, penmanship, rapid calculation, filing and indexing.

Length of course—6 to 19 months

Fee—\$13.50 a month for day course

Hours—Days, Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—Mon., Wed., Fri., 7.15 to 9.15

### BOOKKEEPING

MIDDLETOWN BUSINESS COLLEGE, Middletown

Subjects—Bookkeeping, English, arithmetic, spelling, commercial law, correspondence, penmanship, invoicing, rapid calculation, typewriting, adding machine, business customs.

Credit—Diploma

Length of course—About 11 months

Fee—\$14 a month for day course; \$6.50 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 4; evenings—Mon., Tues., Fri., 7.15 to 9.15

### BOOKKEEPING

MODERN SHORTHAND SCHOOL, Haynes Street, Hartford

Subjects—Bookkeeping, penmanship, business practice, arithmetic, spelling.

Credit—Diploma

Length of course—7 to 12 months

Fee—\$15 a month for day course; \$5 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—7.15 to 9.15

### BOOKKEEPING

MORSE BUSINESS COLLEGE, 43 Ann Street, Hartford

Subjects—Bookkeeping, business practice, accounting systems, auditing, rapid calculation, commercial law, business arithmetic, salesmanship, correspondence, spelling, English, business forms, labor-saving devices, office training.

Admission requirements—Good public school preparation

Credit—Diploma

Length of course—10 months, beginning any time

Fee—\$16 a month for day course; \$5 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 4; evenings—Mon., Wed., Fri., 7.15 to 9.15

## COMMERCIAL SUBJECTS

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### BOOKKEEPING

NEW GUTCHES BUSINESS COLLEGE, 46 Cannon Street, Bridgeport

Subjects—English, spelling, bookkeeping, thrift, rapid calculation, accounting, Burroughs' adding machine.

Credit—Certificate

Length of course—6 months

Fee—\$12 a month

Days—Mon., Tues., Wed., Thur., Fri., 8.30

### BOOKKEEPING

NEW LONDON BUSINESS COLLEGE, 231 Main Street, New London

Subjects—Bookkeeping, arithmetic, rapid calculation, penmanship, letter writing, commercial law, business forms.

Admission requirements—Grammar school graduation, preferably high school education also

Credit—Diploma

Length of course—8 to 15 months

Fee—\$15 a month for day course; \$5 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 4; evenings—Mon., Thur., 7 to 9.30

### BOOKKEEPING

NORWICH COMMERCIAL SCHOOL, Main Street, Norwich

Subjects—Single and double-entry bookkeeping, corporation and cost accounting, business mathematics, rapid calculation, salesmanship, banking, business correspondence, penmanship, spelling, commercial law, billing and typewriting.

Admission requirements—Grammar school graduation

Length of course—5 to 10 months, beginning any time

Fee—\$12 a month for day course; \$6 a month for evening course

Days—5 hours; evenings, 2 hours, three nights a week

### BOOKKEEPING

PEQUOD BUSINESS SCHOOL, Meriden

Subjects—Bookkeeping, spelling, penmanship, English, rapid calculation, office practice, business correspondence.

Credit—Certificates

Length of course—6 months

Fee—\$12 a month for day course; \$6 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 8.30 to 4; evenings—Mon., Thur., Shorthand for beginners, 6.30 to 9.30; Tues., Fri., Dictation for advanced pupils

### BOOKKEEPING

ROYAL BUSINESS COLLEGE, 47 Orange Street, New Haven

Subjects—Bookkeeping, elementary and advanced.

Admission requirements—Grammar school graduation

Credit—Diploma

Length of course—6 to 10 months

Fee—\$15 a month for day course; \$6 a month for evening course books \$3

Days—9 to 1; afternoon optional; evenings—Mon., Tues., Thur., 7.15 to 9.15



## COMMERCIAL SUBJECTS

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### BOOKKEEPING

STEBBING COMMERCIAL AND SECRETARIAL SCHOOL, 185 Church Street,  
New Haven

Subjects—Bookkeeping, office training, commercial arithmetic, calculating machine, commercial geography, commercial history, foreign trade.

Admission requirements—Grammar school graduation, private or high school education preferred

Credit—Diploma

Length of course—8 months

Fee—Day school, \$15 a month

Days—Mon., Tues., Wed., Thur., Fri., 9 to 4.30

Evenings—Mon., Wed., Fri.

### BOOKKEEPING

STONE BUSINESS COLLEGE, 116 Church Street, New Haven

Subjects—Double-entry bookkeeping, banking, office practice, business arithmetic, adding and calculating, machines, spelling, business English and correspondence, commercial law, penmanship, typewriting, invoicing, business forms, thrift (special course in savings).

Admission requirements—Grammar school education

Credit—Diploma

Length of course—5 to 10 months, beginning any time

Fee—\$15 a month for day course, books extra; \$6 a month for evening course, books extra

Days—Mon., Tues., Wed., Thur., Fri., 4.45 to 4.00; evenings—Tues., Fri., 7.30 to 9.30

### BOOKKEEPING

TORRINGTON COMMERCIAL SCHOOL, 60 Main Street, Torrington

Subjects—Bookkeeping, auditing, touch typewriting, commercial arithmetic, rapid calculation, business correspondence, commercial law, business penmanship, office training.

Admission requirements—Grammar school education

Length of course—4 to 10 months

Fee—\$12 a month for day course; \$5 a month for evening course

### BOOKKEEPING

UNION BUSINESS COLLEGE, Main and Congress Street, Bridgeport

Subjects—Single and double-entry, banking, commercial law, penmanship, business arithmetic, rapid addition, business customs, commercial spelling, letter composition, letter copying, letter filing.

Credit—Diploma

Length of course—September 1 to June 30

Fee—\$10 a month first 9 months, \$7 for each month thereafter; for day course; supplies \$5 extra; \$5 per month for evening course

Evenings—Tues., Wed., Thur., 6.30 to 9

### BOOKKEEPING

WATERBURY BUSINESS COLLEGE, 108 Bank Street, Waterbury

Subjects—Single and double-entry bookkeeping, model office practice in business, business arithmetic, applied business English, applied business correspondence, commercial law, penmanship, rapid calculations, typewriting, business and legal forms, spelling, defining, abbreviating.

Length of course—6 to 8 months

## COMMERCIAL SUBJECTS

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Credit—Diploma

Fee—Day school, \$15 a month

Daily—9 to 3.30

NOTE—A short course in Higher Accountancy is also given for graduates of this course and those having business experience. The course lasts about 6 months

### MACHINE OPERATING

#### CALCULATING MACHINE AND DICTAPHONE

STONE BUSINESS COLLEGE, 116 Church Street, New Haven

Subjects—Burroughs' calculating machine, Burroughs' listing machine, typewriting and the dictaphone.

Admission requirements—Grammar school graduation

Credit—Diploma

Length of course—3 to 6 months

Fee—\$15 a month for day course; \$6 a month for evening course; books and supplies, \$2

#### COMPTOMETER COURSE

PEQUOD BUSINESS SCHOOL, Meriden

Subjects—Use of comptometer.

Admission requirements—Grammar school education

Length of course—3 months

Fee—\$36; material, \$2.65

#### COMPUTING MACHINE

NEW GUTCHESS BUSINESS COLLEGE, 46 Cannon Street, Bridgeport

Subjects—Computing machine.

Admission requirements—Age 15; Grammar school graduation

Credit—Diploma

Length of course—2 to 3 months

Fee—\$35 for complete course; extra charge, \$1

Days—Mon., Tues., Wed., Thur., Fri., 8.45 to 1; evenings—Mon., Thur., 6.30 to 9.30

#### SPECIAL COURSE IN OPERATION OF BURROUGHS' CALCULATOR AND COMPTOMETER

DANBURY BUSINESS INSTITUTE, 240 Main Street, Danbury

Subjects—Use of Burroughs' calculating machine. The study of arithmetic, penmanship, filing and typewriting is recommended.

Admission requirements—Age 14; grammar school graduation

Credit—Certificate

Fee—\$14 a month for day course; \$8 a month for evening course

Days—Mon., Tues., Wed., Thu., Fri., 8.30 to 4; evenings—Mon., Tues., Thu., 7 to 9.40

#### SPECIAL COURSE IN USE OF CALCULATING MACHINE

LARSON TUTORING SCHOOL OF COMMERCIAL TRAINING, 195 Church Street, New Haven

Subjects—Use of calculating machine.

Admission requirements—Age 15 to 16; grammar school graduation

Length of course—2 to 3 months

Fee—\$15 a month for day course, books, \$3; \$6 a month for evening course, books \$3

## COMMERCIAL SUBJECTS

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### NORMAL COURSES

#### NORMAL COURSE

THE HUNTSINGER BUSINESS SCHOOL, INC., 197 Asylum Street, Hartford

**Subjects**—Gregg, Munson or Ben Pitman shorthand; dictation and transcribing; business correspondence; spelling and word study; shorthand, penmanship; touch typewriting; business English, punctuation; single and double-entry; business correspondence; proprietary, partnership, corporation, mercantile, and cost accounting; commission business; typewriting, billing; rapid calculation; commercial law; arithmetic; penmanship; banking; office training; practice teaching, psychology, pedagogy.

**Admission requirements**—Grammar school graduation

**Credit**—Diploma

**Length of course**—Varies

**Fee**—\$15 a month

**Daily**—9 to 3

#### NORMAL COURSE

MORSE BUSINESS COLLEGE, 43 Ann Street, Hartford

**Subjects**—Bookkeeping, business papers, shorthand theory, typewriting, correspondence, English dictation, psychology, office systems, disciplining, teaching methods, blackboard work, teaching practice.

**Admission requirements**—Good public school preparation

**Credit**—Diploma

**Length of course**—10 months, beginning any time

**Fee**—\$16 a month for day course; \$5 a month for evening course

**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 4; evenings—Mon., Wed., Fri., 7.15 to 9.15

#### NORMAL COURSE

STATE NORMAL, Willimantic

**Subjects**—Bookkeeping, elementary and advanced, with business and office practice; accounting; penmanship; business arithmetic; law; geography and history of commerce; economics; shorthand; touch typewriting; stenotyping; operating adding machine; commercial English and correspondence; observation and practice; practical observation of business methods and organization; practical office experience; history of commercial education; English; psychology; principles of education.

**Admission requirements**—High school graduation

**Credit**—Diploma

**Length of course**—2 years, beginning September. Special one-year course for college graduates

**Fee**—None; materials, \$10 a year

#### ADVANCED NORMAL COURSE

STATE NORMAL TRAINING SCHOOL, Willimantic

**Subjects**—Arrangements according to requirements of individuals.

**Admission requirements**—College or normal school graduation and experience in teaching

**Length of course**—Average 1 year

**Fee**—None

## COMMERCIAL SUBJECTS

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### NORMAL COURSE IN STENOGRAPHY, TYPEWRITING, AND BOOKKEEPING

TORRINGTON COMMERCIAL SCHOOL, 60 Main Street, Torrington

**Subjects**—Theory of shorthand, typewriting, and bookkeeping; training in bookkeeping, auditing, touch typewriting, commercial arithmetic, rapid calculations, business correspondence, commercial law, business penmanship, office training, shorthand, touch typewriting, spelling.

**Admission requirements**—Grammar school education

**Length of course**—10 months

**Fee**—\$12 a month for day course; \$5 a month for evening course

## SECRETARIAL COURSES

### SECRETARIAL COURSE

THE BOOTH & BAYLISS COMMERCIAL SCHOOL, Inc.,

167 Fairfield Avenue, Bridgeport

51 West Main Street, Waterbury

**Subjects**—Shorthand (speed developing), typewriting (speed developing), spelling and penmanship, business correspondence, office practice, bookkeeping, rapid calculation, arithmetic, filing, dictaphone, neostyle, commercial arithmetic, letter press and office.

**Admission requirements**—Grammar school education, high school education preferred

**Length of course**—Varies, beginning any time

**Fee**—\$15 a month for day course; \$6 a month for evening course

**Days**—Mon., Tues., Wed., Thur., Fri., 8 to 1; evenings—Bridgeport; Tues., Wed., Thur.; Waterbury: Mon., Tues., Thur., Fri., 7 to 9.30

### SECRETARIAL COURSE

BUTLER SCHOOL, 131 Court Street, New Haven

**Subjects**—Shorthand, touch typewriting, bookkeeping, business practice, penmanship, spelling, rapid calculation, commercial law, business correspondence, business arithmetic, billing, filing, punctuation, manifold, letter press copying, mimeographing, banking, English, if necessary.

**Admission requirements**—Graduation from grammar school

**Credit**—Diploma

**Fee**—\$12 a month for day course; books extra; \$6 a month for evening course, books extra

**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 1; evenings—Mon., Wed., Fri., 7 to 9.15

### SECRETARIAL COURSE

CONNECTICUT BUSINESS COLLEGE,

36 Pearl Street, Hartford

489 Main Street, South Manchester

163 Main Street, New Britain

**Subjects**—Short bookkeeping course which enables the student to keep account of moneys received and expended and to render a clear statement of current accounts and the resources and liabilities, followed by the complete shorthand course as follows: shorthand or stenotypy, dictation, touch typewriting, correspondence, English, spelling, penmanship, business forms, filing, rapid calculation, dictating machine, adding machine.



## COMMERCIAL SUBJECTS

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**Admission requirements**—Grammar school graduation

**Credit**—Diploma

**Length of course**—Varies

**Fee**—\$15 a month for day course; \$5 a month for evening course

**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—Mon., Wed., Fri., 7 to 9

### SECRETARIAL COURSE

HIGGINSON BUSINESS INSTITUTE, 171 Court Street, Middletown

**Subjects**—Shorthand, touch typewriting, bookkeeping, penmanship, spelling, business English, arithmetic, office training.

**Credit**—Diploma

**Length of course**—6 months; evening class; 8 months

**Fee**—\$17 for day course, including typewriter for home use; without machine, \$14; \$11 for evening course; without machine, \$8; books, \$3 extra for either class

**Days**—Mon., Wed., Fri., 9 to 4.30; evenings—Mon., Wed., Fri., 7.30 to 9.30

### SECRETARIAL COURSE

THE HUNTSINGER BUSINESS SCHOOL, INC., 197 Asylum Street, Hartford

**Subjects**—Speed dictation of many varieties, adding machine and protectograph, penmanship, English and spelling, theory and practice of accounts, multigraphing and mimeographing, shipping, mailing and filing, business customs and forms, extemporaneous dictation, touch typewriting, legal instruments, social secretaryship.

**Admission requirements**—Grammar school graduation

**Credit**—Diploma

**Length of course**—8 to 10 months

**Fee**—\$15 a month for day course; \$5 a month for evening course; books, \$8

**Days**—9 to 3; evenings—Mon., Wed., Fri., October to April, 7.15 to 9.15

**NOTE**—This school also offers elective courses in salesmanship, civil service, English subjects, higher accounting, special penmanship

### SECRETARIAL COURSE

LARSON TUTORING SCHOOL OF COMMERCIAL TRAINING, 195 Church Street, New Haven

**Subjects**—Bookkeeping, stenography, typewriting, filing, office training, English, etc.

**Admission requirements**—Age 15 to 16; grammar school graduation

**Length of course**—8 to 10 months; evening school, 12 months

**Fee**—\$15 a month for day course, books, \$3; \$6 a month for evening course, books \$3

### SECRETARIAL COURSE

MERCHANTS' AND BANKERS' BUSINESS SCHOOL, 61 Pratt Street, Hartford

**Subjects**—Theory and practice of accounts, rapid penmanship, shorthand, touch typewriting, practical assignments in office training, spelling and defining, business courtesy, office tact, advertising, multigraphing, billing and charging, card systems, telephoning.

## COMMERCIAL SUBJECTS

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**Admission requirements**—Age 16; grammar school education  
**Credit**—Diploma  
**Fee**—\$18 a month for day course; \$6 a month for evening course; books extra  
**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 3.30; evenings—Mon., Wed., Fri., 7.15 to 9.15

### SECRETARIAL COURSE

MERRILL BUSINESS COLLEGE,  
Advocate Building, Stamford;  
City National Bank Building, South Norwalk  
Post Office Building, Port Chester

**Subjects**—Elementary bookkeeping, business English, letter writing, business arithmetic, rapid calculation, spelling, penmanship, commercial law, mimeographing, manifolding, filing, indexing, billing and adding machines, shorthand or stenotypy and typewriting.

**Length of course**—10 to 14 months

**Fee**—\$13.50 a month for day course, books, \$2; \$5 for evening course, books, \$2

**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—Mon., Wed., Fri., 7.15 to 9.15

### SECRETARIAL COURSE

MIDDLETOWN BUSINESS COLLEGE, Middletown

**Subjects**—Bookkeeping, shorthand, arithmetic, typewriting, correspondence, English, rapid calculation, penmanship, adding machine, invoicing, vertical filing, card indexing, business customs, spelling.

**Credit**—Diploma

**Length of course**—About 11 months, beginning any time

**Fee**—\$14 a month for day course; \$6.50 for evening course

**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 4; evenings—Mon., Tues., Fri., 7.15 to 9.15

### SECRETARIAL COURSE

MODERN SHORTHAND SCHOOL, Haynes Street, Hartford

**Subjects**—Elementary bookkeeping, advanced dictation, advanced English, business practice.

**Credit**—Diploma

**Length of course**—7 to 12 months

**Fee**—\$15 a month for day course; \$5 a month for evening course

**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—7.15 to 9.15

### SECRETARIAL COURSE

MORSE BUSINESS COLLEGE, 43 Ann Street, Hartford

**Subjects**—Bookkeeping, corporation accounting, stenography, touch typewriting, business arithmetic, English, spelling, correspondence, law and forms, filing and card systems, billing and charge systems, adding machine work, commercial papers, general secretarial duties.

**Admission requirements**—Good public school preparation

**Credit**—Diploma

**Length of course**—20 months, beginning any time

**Fee**—\$16 a month for day course; \$5 a month for evening course

**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 4; evenings—Mon., Wed., Fri., 7.15 to 9.15

## COMMERCIAL SUBJECTS

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### SECRETARIAL COURSE

NEW GUTCHESS BUSINESS COLLEGE, 46 Cannon Street, Bridgeport

Subjects—Typewriting, shorthand, penmanship, spelling, rapid calculation, accounting, adding machine, bookkeeping, English, thrift.

Credit—Certificate

Length of course—6 months

Fee—\$12 a month

Days—Mon., Tues., Wed., Thur., Fri., 8.30

### SECRETARIAL COURSE

NEW LONDON BUSINESS COLLEGE, 231 Main Street, New London

Subjects—Office practice, Gregg and Pitman shorthand, typewriting, spelling, penmanship, English, letter writing, punctuation, business forms, rapid calculation, bookkeeping, commercial law.

Admission requirements—Grammar school graduation, preferably high school education also

Credit—Diploma

Length of course—8 to 15 months

Fee—\$15 a month for day course; \$5 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 4; evenings—Mon., Thur., 7 to 9.30

### SECRETARIAL COURSE

NORWICH COMMERCIAL SCHOOL, Main Street, Norwich

Subjects—Junior and advanced bookkeeping; corporation and cost accounting; salesmanship; business mathematics; banking; business correspondence; business law; rapid calculation; billing; shorthand; dictaphoning; business English; spelling; penmanship and office practice.

Admission requirements—Graduation from grammar school

Length of course—5 to 10 months, beginning any time

Fee—\$12 a month for day course; \$6 a month for evening course

Days—5 hours; evenings—2 hours, three nights a week

### SECRETARIAL COURSE

PEQUOD BUSINESS SCHOOL, Meriden

Subjects—Gregg shorthand, typewriting, spelling, penmanship, English, rapid calculation, office practice, business correspondence, bookkeeping.

Admission requirements—Grammar school education

Length of course—8 to 12 months

Credit—Diploma for day school; certificate for evening school

Fee—Days—\$13.50 for 4 weeks, \$50 for 20 weeks; evenings, \$5 for 4 weeks

Days—8 to 1; evenings—Mon., Tues., Thur., 7 to 9.30

### SECRETARIAL COURSE

ROYAL BUSINESS COLLEGE, 47 Orange Street, New Haven

Subjects—Shorthand, typewriting, and bookkeeping.

Admission requirements—Grammar school graduation

Credit—Diploma

## COMMERCIAL SUBJECTS

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Length of course—6 to 10 months

Fee—\$15 a month for day course; \$6 a month for evening course; books, \$5

Days—9 to 1; afternoons optional; evenings—Mon., Tues., Thur., 7.15 to 9.15

### SECRETARIAL COURSE

SHIELDS BUSINESS COLLEGE, 7 Prospect Street, Bristol

Subjects—Bookkeeping, stenography, typewriting, English, spelling, penmanship.

Admission requirements—Age 15; grammar school graduation

Credit—Diploma

Length of course—10 months, beginning September

Fee—\$12 a month for day course; \$5 a month for evening course

Days—4¾ hours; evenings—2 hours

### SECRETARIAL COURSE

STEBBING COMMERCIAL AND SECRETARIAL SCHOOL, 185 Church Street, New Haven

Subjects—Shorthand, typewriting, bookkeeping, office training, commercial geography and a number of college and other subjects.

Admission requirements—Grammar school graduation, private or high school education preferred

Credit—Diploma

Length of course—18 months

Fee—\$15 a month

Days—Mon., Tues., Wed., Thurs., Fri., 9 to 4.30; evenings—Mon., Wed., Fri.

### SECRETARIAL COURSE

STONE BUSINESS COLLEGE, 116 Church Street, New Haven

Subjects—Stenography, typewriting, theory course in bookkeeping, letter-writing, punctuation, penmanship, commercial law, and rapid calculation.

Admission requirements—Grammar school graduation

Credit—Diploma

Length of course—8 to 12 months

Fee—\$15 a month for day course; \$6 a month for evening course; books and supplies, \$8

Evenings—Twice a week, 6.30 to 9.30

### SECRETARIAL COURSE

WATERBURY BUSINESS COLLEGE, 108 Bank Street, Waterbury

Subjects—Single and double-entry bookkeeping, model office practice in business, shorthand or stenotypy, typewriting, model office practice in shorthand, applied business correspondence, applied business English, business arithmetic, commercial law, penmanship, rapid calculations, business and legal forms, spelling, defining, abbreviating.

Credit—Diploma

Length of course—12 to 15 months

Fee—\$15 a month for day course; \$5 a month for evening course

Days—9 to 3.30; evenings—M., Thur., 7 to 9.30

NOTE—A shorter course is also given, 8 to 15 months



STENOGRAPHY AND TYPEWRITING

COMMERCIAL COURSE (Day)

ANSONIA HIGH SCHOOL, Ansonia  
 BETHEL HIGH SCHOOL, Bethel  
 BRANFORD HIGH SCHOOL, Branford  
 BRIDGEPORT HIGH SCHOOL, Bridgeport  
 BRISTOL HIGH SCHOOL, Bristol  
 BULKELEY SCHOOL, New London  
 DANBURY HIGH SCHOOL, Danbury  
 DEEP RIVER HIGH SCHOOL, Deep River  
 DERBY HIGH SCHOOL, Derby  
 DURHAM HIGH SCHOOL, Durham  
 EAST HARTFORD HIGH SCHOOL, East Hartford  
 ENFIELD HIGH SCHOOL, Thompsonville  
 FAIRFIELD HIGH SCHOOL, Fairfield  
 FARMINGTON HIGH SCHOOL, Unionville  
 GILBERT SCHOOL, Winsted  
 GLASTONBURY HIGH SCHOOL, Glastonbury  
 GREENWICH HIGH SCHOOL, Greenwich  
 HAMILTON HIGH SCHOOL, Ridgefield  
 HAND ACADEMY, Madison  
 HARTFORD PUBLIC HIGH SCHOOL, Hartford  
 KILLINGLY HIGH SCHOOL, Danielson  
 LAKEVILLE HIGH SCHOOL, Lakeville  
 LEWIS HIGH SCHOOL, Southington  
 LITCHFIELD HIGH SCHOOL, Litchfield  
 LYMAN HALL HIGH SCHOOL, Wallingford  
 MANCHESTER HIGH SCHOOL, South Manchester  
 MERIDEN HIGH SCHOOL, Meriden  
 MIDDLETOWN HIGH SCHOOL, Middletown  
 MILFORD HIGH SCHOOL, Milford  
 NAUGATUCK HIGH SCHOOL, Naugatuck  
 NEW BRITAIN HIGH SCHOOL, New Britain  
 NEW HAVEN HIGH SCHOOL, New Haven  
 NEW MILFORD HIGH SCHOOL, New Milford  
 NEWTOWN HIGH SCHOOL, Newtown  
 NORTH CANAAN HIGH SCHOOL, Canaan  
 NORWALK SENIOR HIGH SCHOOL, South Norwalk  
 NORWICH FREE ACADEMY, Norwich  
 PLYMOUTH HIGH SCHOOL, Terryville  
 PORTLAND HIGH SCHOOL, Portland  
 PUTNAM HIGH SCHOOL, Putnam  
 ROCKVILLE HIGH SCHOOL, Rockville  
 SEYMOUR HIGH SCHOOL, Seymour  
 SHARON HIGH SCHOOL, Sharon  
 SHELTON HIGH SCHOOL, Shelton  
 SIMSBURY HIGH SCHOOL, Simsbury  
 STAFFORD HIGH SCHOOL, Stafford Springs  
 STAMFORD HIGH SCHOOL, Stamford  
 STAPLES HIGH SCHOOL, Westport  
 STONINGTON HIGH SCHOOL, Stonington  
 STRATFORD HIGH SCHOOL, Stratford  
 THOMASTON HIGH SCHOOL, Thomaston  
 TORRINGTON HIGH SCHOOL, Torrington  
 TOURTELLOTTE MEMORIAL HIGH SCHOOL, North Grosvernordale  
 WASHINGTON HIGH SCHOOL, Washington Depot  
 WATERTOWN HIGH SCHOOL, Watertown  
 WEST HARTFORD HIGH SCHOOL, West Hartford  
 WETHERSFIELD HIGH SCHOOL, Wethersfield  
 WILBY HIGH SCHOOL, Waterbury  
 WINDHAM HIGH SCHOOL, Willimantic  
 WINDSOR HIGH SCHOOL, Windsor  
 WINDSOR LOCKS HIGH SCHOOL, Windsor Locks

## COMMERCIAL SUBJECTS

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### COMMERCIAL COURSE (Evening)

HIGH SCHOOL, Danbury

Mon., Tues., Wed., Thur.

HIGH SCHOOL, South Manchester

Mon., Tues., Thur., Fri.

HIGH SCHOOL, Meriden

Mon., Tues., Wed., Thur.

HIGH SCHOOL, Middletown

Mon., Tues., Wed., Thur.

HIGH SCHOOL, Naugatuck

Mon., Tues., Thur., Fri.

JENNINGS SCHOOL, 41 Coit Street, New London

Mon., Tues., Wed., Thur., Fri.

HIGH SCHOOL, Norwalk

Mon., Tues., Wed., Thur.

HIGH SCHOOL, Putnam

Mon., Tues., Thur., Fri.

HIGH SCHOOL, Stafford Springs

Mon., Tues., Thur.

HIGH SCHOOL, Rockville

Mon., Tues., Wed., Fri.

HIGH SCHOOL, Wallingford

Mon., Tues., Wed., Thur.

WINDHAM HIGH SCHOOL, Willimantic

Mon., Tues., Wed., Thur.

### STENOGRAPHY AND TYPEWRITING

THE BOOTH & BAYLISS COMMERCIAL SCHOOL, Inc.,

167 Fairfield Avenue, Bridgeport

51 West Main Street, Waterbury

Subjects—Shorthand, typewriting, spelling, letter-writing, office practice.

Admission requirements—Grammar school education, high school education preferred

Length of course—Varies, beginning any time

Fee—\$15 a month for day course; \$6 a month for night course

Days—Mon., Tues., Wed., Thur., Fri., 8 to 1; evenings—Bridgeport; Tues., Wed., Thur.—Waterbury; Mon., Tues., Thur., Fri., 7 to 9.30

### STENOGRAPHY AND TYPEWRITING

THE BRIDGEPORT BUSINESS COLLEGE, INC., Court Exchange, Bridgeport

Subjects—Shorthand, typewriting, business English, office training, rapid calculation.

Admission requirements—1st year of high school, or graduation from school's commercial department

Length of course—About nine months, beginning any time

Fee—\$12 a month for day course; \$6 a month for evening course

## COMMERCIAL SUBJECTS

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### STENOGRAPHY AND TYPEWRITING

BUTLER SCHOOL, 131 Court Street, New Haven

**Subjects**—Shorthand, spelling, penmanship, punctuation, business correspondence, rapid calculation, practical office work, English if necessary, typewriting (touch method), tabulating, billing, letter copying, mimeographing, manifolding, rotary neostyling.

**Admission requirements**—Graduation from grammar school

**Credit**—Diploma

**Length of course**—6 to 12 months, beginning any Monday

**Fee**—\$12 a month for day course, books extra; \$6 a month for evening course, books extra

**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 1; evenings—Mon., Wed., Fri., 7 to 9.15

### STENOGRAPHY AND TYPEWRITING

CONNECTICUT BUSINESS COLLEGE,

36 Pearl Street, Hartford

489 Main Street, South Manchester

163 Main Street, New Britain

**Subjects**—Gregg Pitmanic shorthand or stenotypy, dictation in any system, touch typewriting, correspondence, English, spelling, penmanship, business forms, filing, rapid calculation, dictating machine, adding machine.

**Admission requirements**—Grammar school graduation

**Credit**—Diploma

**Length of course**—8 months

**Fee**—\$15 a month for day course; \$5 a month for evenings course

**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—Mon., Wed., Fri., 7 to 9

### STENOGRAPHY AND TYPEWRITING

CONNECTICUT BUSINESS UNIVERSITY, 19 Congress Avenue, New Haven

**Subjects**—Shorthand, typewriting, spelling and English.

**Length of course**—Average 9 months

**Fee**—\$12 a month for day course; \$6 a month for evening course

### SHORTHAND AND TYPEWRITING

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Gregg shorthand. First semester: A thorough knowledge of the fundamental principles may be gained in this course. Easy dictation will be given, but no attempt will be made to acquire speed. Second semester: Drills in letter-writing, dictation from different kinds of matter, such as reports, lectures, legal papers, etc. A speed of 90 to 100 words a minute should be required by the end of the year.

**Subjects**—Shorthand, drills and dictation for the purpose of increasing speed. Continuation of course above.

**Subjects**—Stenotypy. A study of the text and easy dictation.

**Subjects**—Stenotypy. Speed drills and dictation from letters, lectures, etc., such as will give the students a broad general vocabulary. A speed of 120 words a minute or over should be reached.

## COMMERCIAL SUBJECTS

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**Subjects**—Typewriting. First semester: Instruction in care and use of the typewriter, finger drills, arrangement of letters, the use of carbon paper and tabulation. The touch system is used entirely. Second semester: Transcription of shorthand notes for those who have taken shorthand, dictation direct to the machine, and exercises to acquire speed.

1 hour 3 times a week

**Subjects**—Typewriting. Advanced course for those who wish to gain additional speed.

### STENOGRAPHY AND TYPEWRITING

DANBURY BUSINESS INSTITUTE, 240 Main Street, Danbury

**Subjects**—Gregg shorthand, stenotypy, typewriting, dictation and transcription, office practice (including filing, use of dictaphone, use of rotary neostyle, practice in folding, stamping, mailing letters and circulars, practice in duplicate billing, and at least a week's practice in the school office), bookkeeping, arithmetic, penmanship, English, correspondence, spelling, rapid calculation.

**Admission requirements**—Age 14; grammar school graduation

**Credit**—Diploma for complete course; certificate for special courses

**Fee**—\$14 a month for day course; \$6 a month for evening course

**Days**—Mon., Tues., Wed., Thur., Fri., 8.30 to 4; evenings—Mon., Tues., Thur., 7 to 9.40

### STENOGRAPHY AND TYPEWRITING

THE DANBURY SHORTHAND SCHOOL, 286 Main Street, Danbury

**Subjects**—Shorthand, touch typewriting, spelling, English, dictation, letter writing; all business documents.

**Admission requirements**—Grammar school graduation

**Credit**—Diploma

**Length of course**—8 to 10 months

**Fee**—\$10 a month; books and supplies, \$3.75

**Days**—Mon., Tues., Wed., Thur., Fri., 10 to 4

### STENOGRAPHY AND TYPEWRITING

HIGGINSON BUSINESS INSTITUTE, 171 Court Street, Middletown

**Subjects**—Shorthand and typewriting; spelling, English, etc., are given in connection with the shorthand transcriptions as needed.

**Credit**—Diploma

**Length of course**—6 months; evening class, 8 months

**Fee**—Day class \$17, including typewriter for home use; without machine, \$14. Evenings—\$11; without machine, \$8. Books, \$3 extra

**Days**—Mon., Wed., Fri., 9 to 4.30; evenings—Mon., Wed., Fri., 7.30 to 9.30

### STENOGRAPHY AND TYPEWRITING

THE HUNTSINGER BUSINESS SCHOOL, INC., 197 Asylum Street, Hartford

**Subjects**—Gregg, Munson or Ben Pitman, shorthand; dictation and transcribing; business correspondence; spelling and word study; shorthand penmanship; touch typewriting; business English, punctuation.

**Admission requirements**—Grammar school graduation

**Credit**—Diploma



## COMMERCIAL SUBJECTS

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Length of course—6 to 10 months

Fee—\$15 a month for day course; \$5 a month for evening course; books, \$3

Days—9 to 3; evenings—Mon., Wed., Fri., October to April, 7.15 to 9.15

NOTE—This school also offers elective courses in salesmanship, civil service, English subjects, higher accounting, special penmanship.

### STENOGRAPHY AND TYPEWRITING

JEWETT BUSINESS SCHOOL, Thayer Building, Franklin Square, Norwich

Subjects—Shorthand, spelling, punctuation, business English, business penmanship, reporting, court work, typewriting.

Admission requirements—Age 16

Length of course—8 months

Fee—\$12 a month

Days—5 hours; evenings—2 hours

### STENOGRAPHY AND TYPEWRITING

LARSON TUTORING SCHOOL OF COMMERCIAL TRAINING, 195 Church Street, New Haven

Subjects—Stenography and typewriting.

Admission requirements—Age 15 to 16; grammar school education

Length of course—6 months, day school; 8 to 9 months evening school

Fee—\$15 a month for day course; \$6 a month for evening course

### STENOGRAPHY AND TYPEWRITING

LEE'S COMMERCIAL COLLEGE, 305 Atlantic Street, Stamford

Subjects—Principles of Isaac Pitman shorthand; dictation, 60 to 110 words per minute, transcription, spelling, correcting of transcription, Charles Smith's "Practical Course in Touch Typewriting."

Length of course—8 to 10 months

Credit—Diploma

Fee—\$13 a month for day course; \$5 a month for night course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—Mon., Wed., Fri., 7.30 to 9.30

### STENOGRAPHY AND TYPEWRITING

MERCHANTS' AND BANKERS' BUSINESS SCHOOL, 61 Pratt Street, Hartford

Subjects—Gregg shorthand, touch typewriting, penmanship, spelling, punctuation, filing, practical grammar and correspondence, supplemented by a course in office training.

Admission requirements—Age 16; grammar school education

Credit—Diploma

Fee—\$18 a month for day course; \$6 a month for evening course; books extra

Days—Mon., Tues., Wed., Thur., Fri., 9 to 3.30; evenings—Mon., Wed., Fri., 7.15 to 9.15

### STENOGRAPHY AND TYPEWRITING

MERRILL BUSINESS COLLEGE,

Advocate Building, Stamford

City National Bank Building, South Norwalk

Post Office Building Port Chester

Subjects—Shorthand or stenotype, typewriting, manifolding, mimeographing, writerpress, letter copying, business English, letter-writing, penmanship, rapid calculation, filing and indexing.



## COMMERCIAL SUBJECTS

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Length of course—6 to 10 months

Fee—\$13.50 a month for day course, books, \$2 to \$5; \$5 a month for evening course, books, \$2

Days—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—Mon., Wed., Fri., 7.15 to 9.15

### STENOGRAPHY AND TYPEWRITING

MIDDLETOWN BUSINESS COLLEGE, Middletown

Subjects—Shorthand, typewriting, English, spelling, rapid calculation, card indexing, adding machine, correspondence, penmanship, vertical filing, invoicing, business customs.

Credit—Diploma

Length of course—About 11 months, beginning any time

Fee—\$14 a month for day course; evenings—\$6.50 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 4; evenings—Mon., Tues., Fri., 7.15 to 9.15

### STENOGRAPHY AND TYPEWRITING

MODERN SHORTHAND SCHOOL, Haynes Street, Hartford

Subjects—Ben Pitman shorthand, Gregg shorthand, typewriting, English, spelling, arithmetic, business practice, penmanship.

Credit—Diploma

Length of course—7 to 12 months

Fee—\$15 a month for day course; \$5 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—7.15 to 9.15

### STENOGRAPHY AND TYPEWRITING

MORSE BUSINESS COLLEGE, 43 Ann Street, Hartford

Subjects—Shorthand, touch typewriting, graded dictation, shorthand lists, practical English, spelling, filing systems, elements of accounts, correspondence, machine billing, commercial papers, legal papers, etc.

Admission requirements—Good public school preparation

Credit—Diploma

Length of course—10 months, beginning any time

Fee—\$16 a month for day course; \$5 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 9 to 4; evenings—Mon., Wed., Fri., 7.15 to 9.15

### STENOGRAPHY AND TYPEWRITING

NEW GUTCHESSE BUSINESS COLLEGE, 46 Cannon Street, Bridgeport

Subjects—Gregg shorthand, business English, penmanship, spelling, rapid calculation.

Credit—Certificate

Length of course—6 months

Fee—\$12 a month for day course; \$6 a month for evening course

Days—Mon., Tues., Wed., Thur., Fri., 8.30; evenings—Mon., Thur., for beginners, Tues., Fri., for advanced

### STENOGRAPHY AND TYPEWRITING

NEW LONDON BUSINESS COLLEGE, 231 Main Street, New London

Subjects—Gregg and Pitman shorthand, typewriting, spelling, penmanship, business English, letter writing, punctuation, business forms, rapid calculation.

## COMMERCIAL SUBJECTS

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**Admission requirements**—Grammar school graduation, preferably high school education also  
**Credit**—Diploma and certificates  
**Length of course**—8 to 15 months  
**Fee**—\$15 a month for day course; \$5 a month for evening course  
**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 4; evenings—Mon., Thur., 7 to 9.30

### STENOGRAPHY AND TYPEWRITING

NORWICH COMMERCIAL SCHOOL, Main Street, Norwich

**Subjects**—Shorthand, typewriting, spelling, business English, business letter-writing, penmanship, rapid calculation, filing, multigraphing, dictaphoning and billing, and a complete office training course.

**Admission requirements**—Graduation from grammar school  
**Length of course**—5 to 10 months, beginning any time  
**Fee**—\$12 a month for day course; \$6 a month for evening course  
**Days**—5 hours; evenings— 2 hours, three nights a week

### STENOGRAPHY AND TYPEWRITING

PEQUOD BUSINESS SCHOOL, Meriden

**Subjects**—Spelling, penmanship, English, rapid calculation, Gregg shorthand, touch typewriting, office practice, business correspondence, (Alexander Hamilton Institute course).

**Credit**—Certificate  
**Length of Course**—6 months  
**Fee**—\$12 a month for day course; \$6 a month for evening course  
**Days**—Mon., Tues., Wed., Thur., Fri., 8.30 to 4; evenings—Mon., Thur., Shorthand for beginners, Tues., Fri., Dictation for advanced pupils, 6.30 to 9.30

### STENOGRAPHY AND TYPEWRITING

ROYAL BUSINESS COLLEGE, 47 Orange Street, New Haven

**Subjects**—Shorthand and typewriting; spelling, arithmetic, English.

**Admission requirements**—Grammar school graduation  
**Credit**—Diploma  
**Length of course**—6 to 10 months  
**Fee**—\$15 a month for day course; \$6 a month for evening course; books, \$2  
**Days**—9 to 1; afternoon optional; evenings—Mon., Tues., Thur., 7.15 to 9.15

### STENOGRAPHY AND TYPEWRITING

SMITH'S BUSINESS COLLEGE, New Britain

**Subjects**—Gregg shorthand, typewriting, spelling, penmanship, English, filing, business correspondence, bookkeeping.

**Admission requirements**—Grammar school graduation  
**Credit**—Diploma  
**Length of course**—About 10 months  
**Fee**—\$12 a month for day course; \$5 a month for evening course  
**Days**—Mon., Tues., Wed., Thur., Fri., 9 to 3.15; evenings—Tues., Thur., Fri., 7.30 to 9.30

## COMMERCIAL SUBJECTS

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### STENOGRAPHY AND TYPEWRITING

STEBBING COMMERCIAL AND SECRETARIAL SCHOOL, 185 Church Street,  
New Haven

Subjects—Isaac Pitman and Gregg shorthand, touch typing, office training.

Admission requirements—Grammar school graduation, private or high school education preferred

Credit—Diploma

Length of course—Day school, 8 months; evening, 10 to 14 months

Fee—\$15 a month for day course, books extra; \$6 a month for evening course, books extra

Days—Mon., Tues., Wed., Thur., Fri., 9 to 4.30; evenings—Mon., Wed., Fri., 7.15 to 9.15

### STENOGRAPHY AND TYPEWRITING

STENSON'S SHORTHAND SCHOOL, 189 State Street, Bridgeport

Subjects—Boyd's shorthand, typewriting.

Admission requirements—Grammar school graduation, preferably high school education

Credit—Certificate

Length of course—3 to 6 months

Fee—\$50 for course; \$5 for books; \$15 extra for Civil Service

Days—Mon., Tues., Wed., Thur., Fri., 9 to 12; evenings—Mon., Tues., Wed., Thur., Fri., 7 to 9

### STENOGRAPHY AND TYPEWRITING

STONE BUSINESS COLLEGE, 116 Church Street, New Haven

Subjects—Shorthand, typewriting (touch method), correspondence, English, office practice, rapid calculation, punctuation, spelling, penmanship, thrift, business ethics.

Admission requirements—Grammar school education

Credit—Diploma

Length of course—5 to 10 months, beginning any time

Fee—\$15 a month for day course, books extra; \$6 a month for evening course, books extra

Days—Mon., Tues., Wed., Thur., Fri., 8.45 to 4; evenings—Tues., Fri., 7.30 to 9.30

### STENOGRAPHY AND TYPEWRITING

TORRINGTON COMMERCIAL SCHOOL, 60 Main Street, Torrington

Subjects—Shorthand, touch typewriting, business correspondence, spelling, office training.

Admission requirements—Grammar school education

Length of course—4 to 10 months

Fee—\$12 a month for day course; \$5 a month for evening course

### STENOGRAPHY AND TYPEWRITING

UNION BUSINESS COLLEGE, Main and Congress Street, Bridgeport

Subjects—Thorough text-book study, careful copying, slow dictation, speed dictation, time tests in dictation, time tests in note reading, typewriter instruction, tabulating, typewriter dictation, time tests in typewriting, care of typewriter, manifold-ing, penmanship, spelling, rapid addition, letter composition.

Credit—Diploma

Fee—\$10 a month for first 9 months, \$7 for each month thereafter, books \$5 extra; \$5 a month for evening course, books extra

## COMMERCIAL SUBJECTS

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### STENOGRAPHY AND TYPEWRITING

WATERBURY BUSINESS COLLEGE, 108 Bank Street, Waterbury

Subjects—Shorthand or stenotypy, touch typewriting, model office practice in shorthand, business and legal forms, applied business English, applied business correspondence, penmanship, rapid calculation, spelling, defining, abbreviating.

Length of course—6 to 10 months

Credit—Diploma

Fee—\$15 a month for day course; \$5 a month for evening course

Days—9 to 3.30; evenings—Mon., Thur., 7 to 9.30

### STENOGRAPHY AND TYPEWRITING

WINSLOW'S SELECT SHORTHAND SCHOOL, 756 Main Street, Hartford

Subjects—Pitman shorthand, typewriting, business English, punctuation, capitalization, duties of a private secretary, filing, spelling.

Admission requirements—Graduation from grammar school

Length of course—6 to 12 months, beginning any time

Fee—\$16 a month for day course, books \$5 extra; \$5 a month for evening course, books \$2.75 extra

Days—Mon., Tues., Wed., Thur., Fri., 9 to 3; evenings—Mon., Thur., 7.15 to 9.15

## TELEGRAPHY AND TELEPHONY

### TELEGRAPHY

YOUNG MEN'S CHRISTIAN ASSOCIATION TELEGRAPH SCHOOL, 136 West Main Street, Waterbury

Subjects—Telegraphy.

Length of course—4 to 7 months, beginning any time

Fee—\$5 a month for evening courses

### TELEGRAPHY

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 252 State Street, New London

Subjects—Telegraphy.

Length of course—10 weeks, beginning any time

Fee—\$3.50

### WIRELESS TELEGRAPHY

YOUNG MEN'S CHRISTIAN ASSOCIATION TELEGRAPH SCHOOL, 136 Main Street, Waterbury

Subjects—Wireless telegraphy.

Length of course—2 to 4 months, beginning any time

Fee—\$5 a month for evening courses

### TELEPHONY

SOUTHERN NEW ENGLAND TELEPHONE CO.,

114-125 Court Street, New Haven

18 Leavenworth Street, Waterbury

185 Pearl Street, Hartford

188 Fairfield Avenue, Bridgeport

Subjects—Telephone operating; local and toll.

Admission requirements—Age 16 to 23; fair education preferred

Length of course—3 weeks, beginning every Monday

NOTE—Training is also given in each local telephone exchange



ECONOMICS

ECONOMICS

CONNECTICUT COLLEGE FOR WOMEN, *New London*

(See note foot of page 15.)

**Subjects**—Elements of economics: An introductory course which examines the fundamental principles of economics, and endeavors to make a practical application of these principles to certain problems of the present time. Human wants, production, consumption, value, price, money, wages, interest, rents, profits, banking, international trade, tariff, taxation, labor problems, insurance.

**Admission requirements**—Modern European history, or its equivalent

**Subjects**—Economic history of the United States: The growth of agriculture, industry, and commerce in America from the Colonial period down to date. Industrial expansion, tariff and free trade, economics of slavery, immigration, land policy, internal improvement, transportation, merchant marine.

**Admission requirements**—Elements of economics

**Subjects**—Economic geography of the United States: Natural resources, industries, products, localization of industry, physical basis of commerce.

**Admission requirements**—Elements of economics

**Subjects**—Labor problems: History of the labor movement in Europe and America; woman and child labor; sweating and the minimum wage; immigration; strikes and boycotts; labor organizations and employers' associations; conciliation and arbitration; workmen's compensation; social insurance; profit sharing; coöperation.

**Admission requirements**—Elements of economics

**Subjects**—Business organization and combination: This course considers the advantages and disadvantages of various types of business organizations, but deals primarily with the trust and corporation problem, paying especial attention to the alleged evils of giant corporations and to the proposed remedies of these evils.

**Admission requirements**—Elements of economics

**Subjects**—Public finance: General introduction to the science of finance; nature and the growth of public expenditure; sources of revenue; general theories and principles of taxation; incidence of taxation; recent developments in the theories of taxation.

**Subjects**—Transportation: Evolution of transportation, including water transportation in relation to railways; organization and operation of railways; railway pools, traffic associations, and combinations; competition; rates, discrimination; speculation, capitalization and stockwatering; railways and employees; state and federal regulation of railways.



## ECONOMICS

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### ECONOMICS

GRADUATE SCHOOL, YALE UNIVERSITY, New Haven

(See note below.)

**Subjects**—Method and bibliography of economics; Analysis and discussion of representative treatises on method; survey of bibliographical aids, with practical exercises in the use of books, journals, and public documents.

**Subjects**—Price levels: History of prices and present high cost of living; index numbers of prices in various countries before and during the war, the causes and remedies for changes in the level of prices.

**Subjects**—Recent economic theory: Studies in economic theory based upon the recent literature of the subject. Problems of economic value, interest, and profit. Problems of rent, wages, and economic justice.

**Subjects**—History of economics: History of economic doctrines from the eighteenth century to the rise of the Austrian school; history of the organization and policy of the period will be considered in relation of the theories.

**Subjects**—Economic history: History of the European economic organization including consideration of doctrines.

GRADUATE SCHOOL, YALE UNIVERSITY, New Haven

(See note below.)

**Subjects**—Commercial policy: Theories of free trade and protection; history of commercial policies of leading European countries and the United States; commercial treaties; administration of tariff laws; foreign trade promotion.

**Subjects**—International trade: Theory and practice of international trade; the foreign exchanges; analysis of the historical development of international commerce in relation to the general economic progress of the leading commercial nations.

**Subjects**—Commercial relations of the United States: Development of American industries; geographical, political, social, and economic factors affecting industrial and commercial development.

**Subjects**—Public finance: Designed to prepare student for research in public finance.

**Admission requirements**—Knowledge of fundamental principles and facts of public finance

**Subjects**—Public expenditures: Classification, increase, and limitation of government expenditures; budgetary procedure, financial administration, and public accounting.

**NOTE**—The Graduate School is open to graduates of colleges and universities of good standing. The tuition fee is \$125 a year. The fee for partial work is reckoned on the following basis: \$35 for one hour of instruction per week, plus \$15 a year for each additional week hour of instruction or its equivalent. The degrees of Ph.D., and M. A., are conferred on those students who meet the prescribed conditions.

## ECONOMICS

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**Subjects—Valuation:** The methods employed, and the economic and legal questions involved, in the valuation of real estate and public service corporations for purposes of taxation and rate regulation.

**Subjects—Financial administration:** Survey of financial administration in the central European governments; conditions in this country with special reference to the budget and the administrative problems of state and local taxation.

**Subjects—Practical sociology:** Principal social problems in the United States.

**Subjects—Practical philanthropy:** Work in the charitable organizations of the city to fit student to take charge of such organizations or of welfare work in factories.

**Subjects—Labor problems:** Conflicts between labor and capital, methods employed to obtain industrial peace.

**Subjects—Immigration:** Critical study of immigration in the United States.

**Subjects—Social statistics:** Theory and technique of statistics. Gathering and tabulation of statistical material, analysis of results. How to make a social survey.

WESLEYAN UNIVERSITY, Middletown

**Subjects—Advanced economics:** The development of economic thought to John Stuart Mill, followed by a critical study of current tendencies in economics.

**Admission requirements—Principles of economics**

**Fee—None**

Afternoons, Tues., and Thur., 4 to 5.30

**Subjects—Corporations, trusts and monopolies:** The historical development and analysis of the different forms of industrial organization. Critical study of the economic and social effects of great combinations. Legislation in the United States and other countries, and important legal decisions, public service corporations; public utilities commissions. The principles of transportation and railroad problems; the Interstate Commerce Commission.

**Admission requirements—Principles of economics**

**Fee—None**

Three times a week

**Subjects—Money and banking:** The theory of money, and the principles of monetary circulation. The origin and development of money; monetary history. The production of the precious metals, and its relation to monetary policy. International bimetallism. The evolution of the gold standard. The principles of credit; the theory and history of government issues of paper currency; the theory and history of banking, banking systems of France, England, Germany, and the United States. Monetary and banking problems of the United States. Foreign exchange; the Federal Reserve System. Trust companies and savings banks. The Federal Farm Loan Act. The theory and history of insurance.

**Admission requirements—Principles of economics**

**Fee—None**

Mornings, Tues., Thur., and Sat., at 11.15

## ECONOMICS

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**Subjects**—Public finance: This course covers, in a general manner, the entire field of public finance, but pays special attention to taxation. Public expenditures, revenues from various sources, public debts, and budgets will be studied with reference both to theory and to the practice of various nations.

**Admission requirements**—Principles of economics

**Fee**—None

Three times a week

**Subjects**—International trade and tariff history: After a consideration of the theory of international trade, the tariff policy of various European nations and of the United States is studied.

**Admission requirements**—Principles of economics

**Fee**—None

Mornings, Tues., Thurs., and Sat., at 9.00

**Subjects**—Labor problems: The course begins with a brief survey of the industrial revolution and the rise of the factory system. The trade union movement is then studied, and various present day problems considered in their relation to unionism.

**Admission requirements**—Principles of economics

**Fee**—None

Mornings, Mon., Wed., and Fri., at 12.00

**Subjects**—Sociology: An analytical study of the factors and forces of social life, followed by the study of selected problems.

**Admission requirements**—Principles of economics

**Fee**—None

Mornings, Mon., Wed., and Fri., at 11.00

## DIETETICS AND NUTRITION

### DIETETICS AND NUTRITION

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Dietetics: This course consists of one laboratory period per week of dietetics and one lecture.

**Laboratory fee**—\$4.00

**Subjects**—Food Economy: Food products; their sources and marketable and manufactured forms; their proximate principles; their comparative nutritive value. Emphasis is laid upon the sanitary care and handling of food, and the correct selection and preparation of materials for the normal dietary.

**Laboratory fee**—\$4.00 each half year

**Subjects**—Foods: The chemical composition of the nutrients contained in the various food products. Foodstuffs are considered in regard to production, economy, digestibility, physiological effects, and the changes produced by the application of heat. In the second half year the study of foods is from the standpoint of the complete dietary; factors affecting market prices, estimations of food values, comparative cost of nutrients, study of dietary standards.

**Admission requirements**—General chemistry

**Laboratory fee**—\$4.00 each half year

**Subjects**—Food materials: Lectures and discussions of the food materials, dietary problems.

**Admission requirements**—General science or chemistry in high school

**Subjects**—Economic problems in food selection: Lectures and problems in the selection and economic uses of foods; household budgets; distribution of cost; labor and waste in food preparation.

**Admission requirements**—Food economy or food materials  
First semester

**Subjects**—Institutional dietaries: Study of dietaries for various institutions. Discussions and problems in ordering and serving food in large quantities. Observations and reports of methods in lunch rooms, hospitals, etc.

**Admission requirements**—Food economy or food materials  
Second semester

**Subjects**—Experimental study of foods: The nature of the problem will depend upon the preparation of the student and the amount of time to be given to it. The selection must be approved by the department.

**Subjects**—Introduction to nutrition: A study of the special characteristics and nutritive functions of food constituents; application of the principles of human nutrition in the adaptation of diet under varying physiological, economic, and social conditions; special dietetic problems of nutrition in infancy, youth, and abnormal conditions. The quantitative study and preparation of food materials. In the second semester this course deals with the methods of investigation employed in the study of nutrition; standard portions of foods; calculations of family and institutional dietaries; cost of food preparation.

**Admission requirements**—Food economy

**Laboratory fee**—\$4.00



## HOUSEHOLD ECONOMICS

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**Subjects**—Nutrition: A detailed study of the digestive processes, the chemical structure of the organic foodstuffs and the products obtained by their hydrolytic cleavage; the inorganic foodstuffs and their physiological functions; metabolism experiments and problems; nutritional diseases and abnormalities; quantitative methods with estimations of dietaries for both normal and pathological conditions.

**Admission requirements**—Foods, organic chemistry

**Laboratory fee**—\$2.00

**Subjects**—Physiological chemistry: A consideration of the chemical and physiological processes of respiration, digestion, secretion and excretion, together with a study of the chemical composition of the various tissues and fluids of the body. Qualitative and quantitative analytical methods are used in the identification of biological products. Problems in metabolism may be undertaken by students who have sufficient knowledge of chemistry and physiology.

**Admission requirements**—Open to seniors and graduate students  
**Laboratory**, 6 hours per week

**Subjects**—Experimental problem in nutrition; An experimental study in the chemistry or physiology of animal nutrition. Methods of work, reference reading, and preparation of outlines and bibliography will be emphasized.

**Credit**—6 or 8 points

### DIETETICS AND NUTRITION

GRACE HOSPITAL, 1418 Chapel Street, New Haven

**Subjects**—Nutrition and dietetics, institutional administration. Classes and practical work.

**Admission requirements**—Graduation from recognized school of home economics (at least a two-year course)

**Length of course**—4 months

**Fee**—None

10 hours a day

### DIETETICS AND NUTRITION

NEW HAVEN HOSPITAL, 330 Cedar Street, New Haven

**Subjects**—Dietetics and nutrition, institutional administration. Class and practical work.

**Admission requirements**—A.B. or B.S. degree from recognized college

**Length of course**—6 months

**Fee**—None

8 hours a day

### THE NUTRITION OF CHILDREN

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

**Subjects**—The digestion of the child; the kinds and amounts of food necessary for proper nutrition during the various stages of childhood; discussions on suitable food combinations for children; together with the preparation of nutritious dishes attractive to children.

**Admission requirements**—Age 16

**Length of course**—12 lessons

**Fee**—\$3 for day course; \$2 for evening course

**Days**—4½ hours; evenings—2½ hours



## DOMESTIC ART

DESIGNING—See Trade Schools, pages 58-60.

### DOMESTIC ART

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

**Subjects**—Course in lingerie waists; The planning, cutting, fitting and making of plain and fancy waists; elaboration of design and embroidery.

**Admission requirements**—Age 16. Examination in hand and machine sewing

**Length of course**—1 term, 12 lessons

**Fee**—\$5 for day course; \$3 for evening course

**Days**—4½ hours; evenings—2½ hours

**Subjects**—Short-time course in shirt-waist suits and gowns; Making of summer gowns and shirt-waist suits; stocks, belts, collars, cuffs and fancy articles.

**Admission requirements**—Age 16

**Length of course**—1 term, 10 lessons

**Fee**—\$5 for day course; \$3 for evening course

**Days**—4½ hours; evenings—2½ hours

**Subjects**—Advanced course in shirt-waist suits and gowns: Handling of materials; use of patterns; planning, cutting, fitting, and the different finishings of one unlined suit.

**Admission requirements**—Age 16

**Length of course**—2 terms

**Fee**—\$5 for day course; \$3 for evening course

**Days**—4½ hours; evenings—2½ hours

**Subjects**—Course in machine-made underwear. The value and the use of cotton materials; the planning, cutting, fitting and the general finish of domestic and machine-made undergarments; machine stitching, and the use of the sewing machine attachments.

**Admission requirements**—Age 16. Practice in plain sewing

**Length of course**—1 term

**Fee**—\$4.50 for day course; \$3.50 for evening course

**Days**—4½ hours; evenings—2½ hours

**Subjects**—Hand and machine sewing: Three terms. The simple stitches used in hand and machine sewing; drafting patterns for undergarments; cutting, making and finishing the same.

**Admission requirements**—Age 16

**Length of course**—3 terms

**Fee**—\$4.50 for day course; \$3 for evening course

**Days**—4½ hours; evenings—2½ hours

**Subjects**—Making of Infants and Children's Clothing: The planning, cutting and making of plain and elaborate clothing for infants and young children.

**Admission requirements**—Age 16

**Length of course**—1 term of 12 lessons

**Fee**—\$4.50 for day course; \$4 for evening course

**Days**—4½ hours; evenings—2½ hours

## HOUSEHOLD ECONOMICS

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DOMESTIC ART (Sewing)—See Trade Schools, pages 56-60.

### DOMESTIC ART

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 568 Chapel Street, New Haven

Subjects—Sewing: Hand and machine sewing, mending, making button-holes and muslin undergarments.

Length of course—14 2-hour lessons

Fee—\$5 for afternoon course; \$3.50 for evening course

Mon., 7.30; Tues., 2.30

Subjects—Advanced Sewing: Includes cutting by pattern, finishing, use of machine attachments, making simple waists and cotton dresses.

Length of course—14 2-hour lessons

Fee—\$6 for afternoon course; \$4 for evening course

Mon., 2.30; Thur., 7.30

### DRESSMAKING

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

Subjects—Dressmaking: (1) The value and uses of different materials best adapted for every-day wear; principles of construction, line, form, and color, best adapted to the wearer. (2) Use of figured materials, in woolen of light weight silk; drafting. (3) Advanced drafting; choice of materials for gowns of special character; making dresses for special occasions; the study of textiles; handling velvet; tailored suits.

Admission requirements—Age 16

Length of course—20 lessons in each grade

Fee—\$6 for day course; \$4 for evening course

Days—4½ hours; evenings—2½ hours

### DRESSMAKING

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 1087 Broad Street, Bridgeport

Subjects—Dressmaking.

Length of course—15 lessons

Fee—\$2.50

Days—Mon., 4 to 6 (for school teachers); Tues., 4 to 6; evenings—Tues., Wed., 7.30 to 9.30

### DRESSMAKING

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 62 Ann Street, Hartford

Subjects—Home dressmaking, making and remodelling of dresses.

Length of course—10 lessons

Fee—\$2.50

Thur., 7.30 to 9.30

### DRESSMAKING

YOUNG WOMEN'S ASSOCIATION, 568 Chapel Street, New Haven

Subjects—Dressmaking: Simple silk and wool dresses and remodelling.

Length of course—14 lessons

Fee—Wed., 7.30 to 9.30, \$5; Fri., 2.30 to 4.30, \$7; Thur., 10 to 12, \$10

### DRESSMAKING

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 252 State Street, New London

Subjects—Dressmaking.

Length of course—12 lessons

Fee—\$1.25

## HOUSEHOLD ECONOMICS

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### MILLINERY

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

Subjects—(1) General principles of harmony of color, wiring, bindings, puffed edges, bows and rosettes; fitted and shirred facings; the making, trimming and finishing of hats in the prevailing fashion. (2) Application of knowledge gained in practice work.

Admission requirements—Age 16

Length of course—First grade, 16 lessons; advanced grade, 16 lessons

Fee—\$5 for first grade day course; \$4 for first grade evening course; \$6 for advanced day course; \$4.50 for advanced evening course

Days—4½ hours; evenings—2½ hours

### MILLINERY

THE YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 1087 Broad Street, Bridgeport

Subjects—Millinery.

Length of course—12 lessons

Fee—\$2.00

Evenings—7.30 to 9.30

### MILLINERY

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 62 Ann Street, Hartford

Subjects—Millinery.

Length of course—8 to 10 lessons

Fee—50c per lesson

Evenings— Tues., Thur., 7.15 to 9.15

### MILLINERY

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 568 Chapel Street, New Haven

Subjects—Millinery: Making of wire and buckram frames, designing and trimming hats.

Length of course—8 lessons

Fee—\$4 for afternoon course; \$3 for evening course

Wed., 2.30 to 4.30; Fri., 7.30 to 9.30

### MILLINERY

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 252 State Street, New London

Subjects—Millinery: Making of wire and buckram frames, designing and trimming hats.

Length of course—8 lessons

Fee—\$4 for afternoon course; \$3 for evening course

Wed., 2.30 to 4.30; Fri., 7.30 to 9.30

## FOODS AND COOKERY

### COOKERY

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

Subjects—Study of food principles ;composition and dietetic value of various food; practical preparation of simple dishes, illustrating food principles. (2) Instruction and practical preparation of complicated dishes. (3) Canning of fruits and vegetables; preserving, jellymaking and pickling.

## HOUSEHOLD ECONOMICS

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Admission requirements—Age 16

Length of course—3 courses, 16 lessons each; beginning at any time, if eight students register

Fee—Day courses—1st \$5; 2nd \$6.50; 3rd \$7.50; evening courses—1st \$3; 2nd \$3.50; 3rd \$4.50

Days—4½ hours per lesson; evenings—2½ hours per lesson

### COURSE FOR EXPERIENCED COOKS

Subjects—This course is intended to furnish instruction in special dishes, as may be desired by cooks of experience.

Admission requirements—Age 16

Length of course—10 lessons

Fee—\$6 for day course; \$5 for evening course

Days—4½ hours per lesson; evenings—2½ hours per lesson

### INVALID COOKERY

Subjects—Instruction in the nutritional value of various foods; the proper method of feeding in diseased conditions; it is designed for all persons desirous of acquiring a practical knowledge of cookery suitable for the sick.

Admission requirements—Age 16

Length of course—16 lessons

Fee—\$3.00

Evenings—2½ hours

### COOKING

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 62 Ann Street, Hartford

Subjects—Cooking.

Length of course—6 lessons

Fee—\$3.00

Wed., 5.30 to 7.30

### COOKING

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 252 State Street, New London

Subjects—Cooking.

Length of course—10 weeks

Fee—\$2.50

Evenings

### FUNDAMENTAL COOKERY

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 563 Chapel Street, New Haven

Subjects—Fundamental Cookery.

Length of course—10 lessons

Fee—\$4.00

Mon., 7.30 to 9.30

## HOME ECONOMICS

### HOME ECONOMICS

CONNECTICUT AGRICULTURAL COLLEGE, Storrs

Subjects—First year: Plain sewing and drafting, zoology, chemistry, composition-rhetoric, physical education, poultry husbandry, (housekeepers' course), cookery, introduction to botany, horticulture (housekeepers' course); Second year: Dress-making and design, household management, physics of the household, organic and physiological chemistry, English literature, physical education, domestic dairying, food economics,

## HOUSEHOLD ECONOMICS

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house construction, household bacteriology; Third year: Textiles and laundering, nutrition and dietaries, chemistry and dyeing of textile fibres, physiology of nutrition and hygiene, philosophy of education, educational psychology, millinery and design, food chemistry, public speaking, principles of teaching, teaching of home economics; Fourth year: Household administration, home nursing and the care of children, marketing for the consumer, introduction to sociology.

**Admission requirements**—Age 16; graduation from high school or on examination

**Credit**—B. S. degree

**Length of course**—4 years, beginning the first week in October, ending the first week in May

**Fee**—None for residents of Connecticut

### HOME ECONOMICS

The County Home Demonstration Agents are prepared to give instruction throughout the state in the following subjects: Preparations of foods, sewing, household accounts, household management and labor-saving devices. The courses vary in length, there is no charge for them, and the only requirement is that the classes shall consist of six or more girls or women.

HOME ECONOMICS—See Trade Schools, pages 58-60.

### ☉ HOME ASSISTANTS' TRAINING COURSE

BALLARD SCHOOL, CENTRAL BRANCH, Y. W. C. A., 610 Lexington Avenue, New York

**Subjects**—Cooking and serving of meals; house-cleaning; laundry; children; shopping; planning work; department; efficiency; duty to employer.

**Admission requirements**—Membership in the Y. W. C. A.; registration in its employment department; physical examination

**Credit**—Certificate

**Length of course**—20 lessons

**Fee**—\$3 for materials

**Mornings**—Tues., Thur., Sat., 9 to 10

### HOME MAKING

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 62 Ann Street, Hartford

**Subjects**—Home furnishing and management.

**Length of course**—6 lessons

**Fee**—\$1.00

**Wednesday**, 8 to 9

### COURSES IN LAUNDRY WORK

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

**Subjects**—Talks on scientific principles involved in the various processes, and actual practice in the laundry; soaps, washing fluids, bleaching powders, bluing and starch are discussed in their scientific and practical relation to laundry work; removal of stains; washing and ironing of flannels, shirts and shirt-waists, silks and laces are features in the course.

**Admission requirements**—Age 16

**Length of course**—3 lessons

**Fee**—\$2.50 for day course; \$2.50 for evening course



### COURSE FOR NURSERY-MAIDS

**Subjects**—This course includes instruction in the care of children and in the preparation of their food.

**Admission requirements**—Age 16

**Length of course**—7 lessons

**Fee**—\$3.50 for day course; \$3 for evening course

**Days**—4½ hours per lesson; evenings—2½ hours per lesson

### COURSE FOR WAITRESSES

**Subjects**—Care of dining-room and pantry; washing dishes and care of silver and cutlery; serving of breakfast, luncheon and dinner; preparation of sandwiches, salads, tea, coffee, cocoa and chocolate; washing and ironing of table linen and removal of stains.

**Admission requirements**—Age 16

**Length of course**—7 lessons

**Fee**—\$2.50 for day classes; \$2 for evening classes

**Days**—4½ hours per lesson; evenings—2½ hours per lesson

### HOUSEKEEPERS' COURSES

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

**Subjects**—Housekeepers' Course: This course includes simple and fancy cookery, serving, and talks on important subjects relating to the household.

**Admission requirements**—Age 16

**Length of course**—3 courses, of 16 lessons each

**Fee**—Day courses—1st \$5, 2nd \$6.50, 3rd \$7.50; evening courses—1st \$3, 2nd \$3.50, 3rd \$4.50

**Days**—4½ hours per lesson; evenings—2½ hours per lesson

### HOUSEKEEPERS' TRAINING COURSE

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 568 Chapel Street, New Haven

**Subjects**—Housekeepers' training.

**Length of course**—14 weeks

**Fee**—\$30.00

10 hours a week

### NORMAL COURSE

STATE NORMAL TRAINING SCHOOL, Willimantic

**Subjects**—Elementary cookery; technology of cookery; advanced cookery; invalid cookery; table service; school methods; elementary sewing (hand and machine); fundamental stitches; applications; use and care of machines; study of textiles; pattern drafting; dressmaking; millinery; chemistry and biology related to cooking and sanitation; dietetics; care of the house; household sanitation and hygiene; household physics; drawing with special reference to household decoration; English; psychology; general methods.

**Admission requirements**—High school graduation

**Credit**—Diploma

**Length of course**—3 years, beginning September

**Fee**—None; laboratory fee of \$10 a year

## CONTINUATION CLASSES

### CONTINUATION CLASSES

SCOVILL MANUFACTURING CO., Waterbury

**Subjects**—English for foreigners, French, needle work for Red Cross, comptometer, hand screw machine.

THE E. MALLEY COMPANY, 920 Chapel Street, New Haven

**Subjects**—Salesmanship.  
**Length of course**—3 months

## FACTORY MANAGEMENT

### ❖ FACTORY MANAGEMENT, PRINCIPLES AND PRACTICES OF

COLUMBIA UNIVERSITY, New York

**Subjects**—Principles underlying the successful management of factories and the practices of representative industries in the conduct of planning departments, tool rooms, drafting rooms, store rooms, purchasing and sales departments. The problem of wage payments, costs of production and methods of cost finding and estimating are dealt with.

**Credit**—3 or 6 points

**Length of course**—September to May

**Fee**—\$18.00 or \$36.00

**Evenings**—Mon., 7 to 9

### ❖ PERSONNEL MANAGEMENT, PROBLEMS OF

COLUMBIA UNIVERSITY, New York

**Subjects**—This course is especially designed for those who are training for or engaged in the work of dealing with employees in stores and factories. It will deal primarily with the problems that center about the maintenance of an efficient and willing working force.

**Credit**—3 points

**Length of course**—February to May

**Fee**—\$18.00

**Evenings**—Fri., 7.30 to 9.20

## SALESMANSHIP

### ❖ SALESMANSHIP

PRINCE SCHOOL OF EDUCATION FOR STORE SERVICE, 29 Temple Place, Boston, Mass.

**Subjects**—Conferences with director on vital problems connected with the work; work and investigation in retail stores; observation, practice and substitute teaching; study of the aims of vocational education, educational needs of workers in retail stores, laws of learning, content of subjects to be taught and methods of teaching; applied psychology, (problems arising in

## INDUSTRY AND TRADES

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business and other situations studied with reference to the psychological factors involved in them), and the organization of personnel in retail stores; merchandise (textiles and non-textiles); brief survey of the history of industry and the resulting economic changes; personal hygiene.

**Admission requirements**—Candidates who are graduates of colleges or four-year normal schools, having had teaching or business experience, are preferred. One month's selling experience is a prerequisite

**Credit**—Certificate

**Length of course**—1 year, beginning September

**Fee**—\$125

## TRADES

**AUTOMOBILE MECHANICS**—See Trade Schools, pages 58, 59.

**BLUE PRINT READING**—See Trade Schools, pages 58-60.

**BOOKBINDING**—See Trade Schools, page 58.

### BUTTONHOLE MAKING FOR TRADE USE

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

**Purpose**—To train women to become professional tailored button-hole makers.

**Admission requirements**—Age 16

**Length of course**—1 term of six weeks, 12 lessons

**Fee**—\$3 for day classes; \$2 for evening classes

**Days**—3 hours per lesson; evenings—2 hours per lesson

### DRESSMAKING FOR TRADE USE

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

**Subjects**—(1) Drafting; the value and uses of different materials best adapted for every-day wear; the principles of construction. (2) Taking measurements of different forms, for which the flat patterns are drafted. (3) Extension of the first two. (4) Instruction in tailored finish. (5) Color, design, and business method.

**Admission requirements**—Age 16. Thorough knowledge of hand and machine sewing. Must present dress made by herself from pattern

**Length of course**—First term 16 weeks, second term 16 weeks

**Fee**—\$15.00

**Hours**—Day classes only

**DRESSMAKING**—See Trade Schools, page 58.

**ELECTRICAL TRAINING**—See Trade Schools, pages 58-60.

**MACHINERY**—See Trade Schools, pages 58-60.

## INDUSTRY AND TRADES

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### MILLINERY FOR TRADE USE

THE WATERBURY INSTITUTE OF CRAFT AND INDUSTRY, INC., Leavenworth Street, Waterbury

**Purpose**—To fit students to become professional milliners  
**Subjects**—Form and color combinations, rapid sketching, accounts, business form and correspondence. Order practice work.

**Admission requirements**—Age 18. Good knowledge of hand sewing. Must present piece of millinery work executed in classroom of Institute

**Length of course**—Two terms, 10 lessons each, beginning September  
**Fee**—\$10 per term

**Day classes only**—Mon., Tues., Thur., Fri., 3 hours each day

**MILLINERY**—See Trade Schools, page 58.

**PRINTING**—See Trade Schools, page 58.

**SILK TEXTILE**—See Trade Schools, page 59.

**TOOLMAKING**—See Trade Schools, pages 58-60.

**WOODWORKING**—See Trade Schools, pages 58-60.

## TRADE COURSES

### TRADE COURSES

BOARDMAN APPRENTICE SHOP, New Haven

**Subjects**—Home economics, dressmaking.

**NOTE**—The following are subjects for boys, to which girls would be admitted if they made application and it was found that they were really interested in the work:

Blue-print reading, electrical, machinery, printing and book-binding, toolmaking, woodworking.

**Length of course**—3,600 hours

**Fee**—\$100

**Mon., Tues., Wed., Thur., Fri., 8 hours; Saturdays, 4 hours**

### TRADE COURSES

NEW LONDON VOCATIONAL SCHOOL, New London

**Subjects**—Dressmaking, home economics.

**Admission requirements**—Age 14; grammar school graduation  
**Length of course**—4 years, beginning September

**Fee**—Free to residents of New London; \$60 per year to non-residents; books and materials extra

### TRADE COURSES

STATE TRADE EDUCATION SHOP, Bridgeport

**Subjects**—Designing, dressmaking, home economics, millinery, plain sewing.

Automobile, blue-print reading, electrical, machinery, printing, toolmaking, woodworking.

**Length of course**—3,600 hours

**Mon., Tues., Wed., Thur., Fri., 8 hours; Saturdays, 4 hours**

## INDUSTRY AND TRADES

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### TRADE COURSES

STATE TRADE EDUCATION SHOP, South Manchester

Subjects—

NOTE—The following are subjects for boys, to which girls would be admitted if they made application and it was found that they were really interested in the work:

Blue-print reading, electrical, machinery, silk textile, toolmaking, woodworking.

Length of course—3,600 hours

Mon., Tues., Wed., Thur., Fri., 8 hours; Saturdays, 4 hours

### TRADE COURSES

STATE TRADE SCHOOL, Meriden

Subjects—

NOTE—The following are subjects for boys, to which girls would be admitted if they made application and it was found that they were really interested in the work:

Automobile, blue-print reading, electrical, machinery, toolmaking, woodworking.

Length of course—3,600 hours

Mon., Tues., Wed., Thur., Fri., 8 hours; Saturdays, 4 hours

### TRADE COURSES

STATE TRADE SCHOOL, Stamford

Subjects—

NOTE—The following are subjects for boys, to which girls would be admitted if they made application and it was found that they were really interested in the work:

Automobile, blue-print reading, electrical, machinery, toolmaking, woodworking.

Length of course—3,600 hours

Mon., Tues., Wed., Thur., Fri., 8 hours; Saturdays, 4 hours

### TRADE COURSES

STATE TRADE SCHOOL, Torrington

Subjects—

NOTE—The following are subjects for boys, to which girls would be admitted if they made application and it was found that they were really interested in the work:

Blue-print reading, machinery, toolmaking, woodworking.

Length of course—3,600 hours

Mon., Tues., Wed., Thur., Fri., 8 hours; Saturdays, 4 hours

### TRADE COURSES

STATE TRADE SHOP, Putnam

Subjects—Designing, dressmaking, home economics, plain sewing

NOTE—The following are subjects for boys, to which girls would be admitted if they made application and it was found that they were really interested in the work:

Blue-print reading, electrical, machinery, toolmaking, woodworking.

Length of course—3,600 hours

Fee—None, this being a state school

Mon., Tues., Wed., Thur., Fri., 8 hours; Saturdays, 4 hours



## INDUSTRY AND TRADES

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### TRADE COURSES

TRADE INSTRUCTION DEPARTMENT, VOCATIONAL HIGH SCHOOL, New Britain

#### Subjects—

NOTE—The following are subjects for boys, to which girls would be admitted if they made application and it was found that they were really interested in the work:

Blue-print reading, electrical, machinery, toolmaking, wood-working.

Length of course—3,600 hours

Fee—\$125

Mon., Tues., Wed., Thur., Fri., 8 hours; Saturdays, 4 hours

### VESTIBULE SCHOOLS

The following industries in Connecticut have established vestibule schools, in which brief training, varying in length from a few days to a few weeks, is given, designed to familiarize the operatives with the tools and machines they are to handle:

Beacon Falls—The Beacon Falls Rubber Shoe Co.

Bridgeport—Bullard Machine Tool Co.

Hartford—Royal Typewriter Co.

New Britain—New Britain Machine Co., The Stanley Works

New Haven—Sargent & Co., Winchester Repeating Arms Co.,

United States Rubber Co., Candee Branch

Stamford—Yale & Towne Mfg. Co.

Waterbury—Scovill Mfg. Co.

## LANGUAGES

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### LANGUAGES

#### CHINESE

GRADUATE SCHOOL, YALE UNIVERSITY, New Haven

(See note under Economics.)

**Subjects**—The Chinese language and its study; the varied forms of the language with special emphasis of the Pekingese Mandarin. A key to the rational acquisition of the characters, and other helps for beginners.

#### ❖ DUTCH

BERLITZ SCHOOL OF LANGUAGES, 28 West 34th Street, New York

Private lessons—Conversational method

September to May

Fee—\$2 an hour

Day and evening

#### FRENCH

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Elementary French; the reading, speaking and writing of simple French; application of phonetics to pronunciation; essentials of grammar with oral and written exercises.

**Credit**—6 points

**Subjects**—Second year course: grammar, composition, dictation and memorizing; reading and appreciation of French texts, particularly short stories and comedies.

**Admission requirements**—Elementary French, or 2 units of French presented at entrance

**Credit**—6 points

**Subjects**—Oral practice; practice in the spoken language; this course purposes to enable the students to acquire the familiar vocabulary of French daily life and to become acquainted with the customs of the French people.

**Admission requirements**—Elementary French, or 2 units of French presented at entrance

**Credit**—2 points

**Subjects**—Third year course: review of grammar, composition, theme work; rapid reading and discussion of the works of modern novelists and dramatists.

**Admission requirements**—Elementary French, or 3 units of French presented at entrance

**Credit**—6 points

## LANGUAGES

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**Subjects**—Advanced conversation, the development of ease and correctness in expression; conversation based on topics of general interest and on subjects connected with the literature course; outside reading.

**Admission requirements**—The third year course, or some more advanced course

**Credit**—2 points

**Subjects**—Teachers' training class: A course intended for those who expect to teach French; the theoretical and practical study of phonetics, reading of texts and dictation in phonetic transcription; the methods of teaching. Students will be given some opportunity for trial teaching.

**Admission requirements**—One or more advanced courses

**Credit**—2 points

### FRENCH

GRADUATE SCHOOL, YALE UNIVERSITY, New Haven

(See note foot of page 45.)

**Subjects**—Phonetics of modern French: Phonetics of the cultivated Parisian speech; development of French pronunciation since the 15th Century.

**Admission requirements**—Previous study of general phonetics

**Subjects**—Modern French Syntax: Discussion of difficult constructions and uses which will be exemplified and rendered familiar by advanced composition. Course conducted in French.

### FRENCH

WESLEYAN UNIVERSITY, Middletown

**Subjects**—French conversation; practice in writing, speaking and hearing French. During the year several informal lectures on travel are given in French.

Mornings—Mondays at 8

### FRENCH

YOUNG MEN'S CHRISTIAN ASSOCIATION, 136 West Main Street, Waterbury

**Subjects**—French conversation.

**Length of course**—3 to 6 months

**Fee**—\$3 month

Evenings

### FRENCH

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 62 Ann Street, Hartford

**Subjects**—Grammar, conversation, and reading.

**Length of course**—20 lessons

**Fee**—\$5.00

Evenings—Monday, 7.30 to 9

### FRENCH

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, New London

**Subjects**—Grammar, conversation, and reading.

**Length of course**—10 lessons

**Fee**—\$1.50

Evenings

## LANGUAGES

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### FRENCH COURSES IN THE EVENING SCHOOLS

HIGH SCHOOL, Lyon Terrace, Bridgeport

Subjects—Elementary, intermediate, and advanced French.

BRISTOL HIGH SCHOOL, Bristol

Subjects—Conversation, reading, and grammar.

HARTFORD HIGH SCHOOL, Broad Street, Hartford

Subjects—Conversation, reading, and grammar.

HIGH SCHOOL, Meriden

Subjects—Conversation, reading, and grammar.

HIGH SCHOOL, York Square, New Haven

Subjects—Conversation, reading, and grammar.

HIGH SCHOOL, 41 Coit Street, New London

Subjects—Conversation, reading, and grammar.

HIGH SCHOOL, Wallingford

Subjects—Conversation, reading, and grammar.

### GERMAN

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

Subjects—Elementary German: Simple German—speaking, writing and reading. The direct method is used in the classroom, supplemented by memorizing of selected poems, study of the essentials of German grammar, and reading of texts of moderate difficulty.

Credit—6 points

Subjects—Language and literature: The direct method is used with modifications; prose composition and grammar are based on the texts read, and a certain fluency in the command of German is the standard set. An introduction is made to the study of German literature.

Admission requirements—Elementary German, or 2 units or German at entrance

Credit—6 points

Subjects—German conversation: Drill in the oral use of the language. Stroebe "Anekdoten" and Kron "German Daily Life" will be used as part of the material of conversation. A study is made of the geography and physical characteristics and of the political sub-divisions of the German-speaking countries. Memorizing of selected prose and verse.

Admission requirements—Elementary German

Credit—2 points

### GERMAN

WESLEYAN UNIVERSITY, Middletown

Subjects—Advanced German: Reading of more difficult German, a considerable part of which is non-fictional in character. In great part, the class is conducted in German.

Admission requirements—Examination in Intermediate German

Fee—None

Mornings—Mon., Wed., Fri., at 9.00

## LANGUAGES

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**Subjects**—Advanced grammar and composition: An intensive review of the elementary phonology and forms of the language, followed by a study of the syntax and an introduction to the historical grammar of German. Regular exercises in writing German. In part the class exercises are conducted in German and there is constant practice in speaking the language. The course is designed especially for those preparing to teach German.

**Fee**—None  
**Twice a week**

### ITALIAN

CONNECTICUT COLLEGE FOR WOMEN, *New London*  
(See note foot of page 15.)

**Subjects**—Italian elements: An elementary course devoted to the acquisition of pronunciation and facility in the use of language. Work in grammar, themes, and the reading of easy texts.

**Credit**—6 points

### ITALIAN

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, *Bridgeport*

**Subjects**—Italian.  
**Admission requirements**—High school graduation  
**Length of course**—15 lessons  
**Fee**—\$3.50  
**Evenings**—Thur., 7.30 to 9.30

### JAPANESE

GRADUATE SCHOOL, YALE UNIVERSITY, *New Haven*  
(See note foot of page 45.)

**Subjects**—Elementary Japanese: Essential rules of the grammar of the written language, with practical exercises in characters.

**Subjects**—Modern practical Japanese: Practice in reading modern prose and in composition.

### NORWEGIAN AND DANISH

GRADUATE SCHOOL, YALE UNIVERSITY, *New Haven*  
(See note foot of page 45.)

**Subjects**—Norwegian and Danish: Foundation for a reading and practical knowledge of the language; grammar and reading of selections from the writings of modern authors.

### ⊕ PORTUGUESE

COLUMBIA UNIVERSITY, *New York*

**Subjects**—Elementary course.  
**Length of course**—February to May  
**Fee**—\$6.00  
**Evenings**—Tues., Fri., 7.30 to 8.30

**Subjects**—Elementary and advanced courses; reading, composition, conversation; spoken language will be used whenever feasible in the class room. A general notion and appreciation of leading Brazilian and Portuguese authors will be sought for.

**Credit**—3 to 6 points  
**Length of course**—September to February, February to May  
**Fee**—\$18 or \$36  
**Evenings**—Tues., Fri., 7 to 8.15 or 8.20 to 9.25



## LANGUAGES

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### RUSSIAN

COLUMBIA UNIVERSITY, New York

Subjects—Elementary grammar, colloquial and written Russian.

Length of course—October to January, February to May

Fee—\$6 a term

Evenings—Tues., Fri., 8 to 9

Subjects—The elements of the Russian language with instruction in reading, writing, speaking.

Credit—3 points

Length of course—February to May

Fee—\$6 a term

Evenings—Tues., Fri., 8 to 9

Subjects—The elements of the Russian language with instruction in reading, writing, speaking.

Credit—3 points

February to May

Fee—\$18.00

Afternoons—Fri., 4 to 5.40

Subjects—Commercial Russian: Elementary and advanced courses.

Credit—3 or 6 points

Length of course—September to February, February to May

Fee—\$18 or \$36

Evenings—Tues., Fri., 7 to 8.15, or 8.20 to 9.35

### SPANISH

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

Subjects—This course aims to secure accuracy and facility in the use of easy Spanish. Work in grammar, reading and conversation.

Credit—6 points

### SPANISH

WESLEYAN UNIVERSITY, Middletown

Subjects—Elementary Spanish: Grammar and reading of simple Spanish prose.

Admission requirements—Elementary French

Fee—None

3 times a week

Subjects—Advanced Spanish: The study of Spanish literature.

Especial attention is given to letter forms, general business terms, and the customs of the Latin-American countries.

Part of the exercises are conducted in Spanish.

Admission requirements—Elementary Spanish

Fee—None

3 times a week

### SPANISH

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, Bridgeport

Subjects—Spanish.

Admission requirements—High school graduation

Length of course—15 lessons

Fee—\$3.50

Evenings—Tues., 7.30 to 9.30

## LANGUAGES

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### SPANISH

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, 62 Ann Street, Hartford

Subjects—Grammar, conversation, and reading.

Length of course—20 lessons

Fee—\$8.00

Beginners, 7 to 8; advanced, 8 to 9

### SPANISH

YOUNG MEN'S CHRISTIAN ASSOCIATION, 136 West Main Street, Waterbury

Subjects—Conversation, reading, and grammar.

Length of course—3 to 6 months

Fee—\$3 a month

Evenings

### SPANISH COURSES IN THE EVENING SCHOOLS

HIGH SCHOOL, Lyon Terrace, Bridgeport

Subjects—Elementary, intermediate and advanced Spanish.

HIGH SCHOOL, Broad Street, Hartford

Subjects—Conversation, reading, and grammar.

HIGH SCHOOL, Meriden

Subjects—Conversation, reading, and grammar.

HIGH SCHOOL, York Square, New Haven

Subjects—Conversation, reading, and grammar.

HIGH SCHOOL, 41 Coit Street, New London

Subjects—Conversation, reading, and grammar.

HIGH SCHOOL, Forest Street, Stamford

Subjects—Conversation, reading, and grammar.

### SWEDISH

GRADUATE SCHOOL, YALE UNIVERSITY, New Haven

(See note foot of page 45.)

Subjects—Foundation for a reading and practical knowledge of Swedish. Study of grammar and reading of selections from the writings of modern authors.

## PHYSICAL TRAINING

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### PHYSICAL TRAINING

#### GYMNASTICS

THE NEW HAVEN NORMAL SCHOOL OF GYMNASICS, 1466 Chapel Street,  
New Haven

**Subjects**—Physiological chemistry, anatomy, histology and biology; instruction and practice in physical examination and anthropometry, hygiene, sanitation and the physiology of exercise; German and Swedish gymnastics; social, folk and aesthetic dancing; cane and foil fencing; theory and practice of massage, medical gymnastics, orthopedic gymnastics; athletics, plays and games; principles of teaching, school government and the pedagogy of gymnastics (German and Swedish).

**Admission requirements**—Age 17 to 35; high school graduation, or its equivalent

**Credit given**—Diploma

**Length of course**—2 years, beginning September

**Fee**—\$160 a year

#### GYMNASTICS (Summer Session)

THE NEW HAVEN NORMAL SCHOOL OF GYMNASICS, 1466 Chapel Street,  
New Haven

**Subjects**—Anatomy, histology, physiology, psychology, history of education, voice training; German and Swedish gymnastics, cane fencing, dancing, athletics and games.

**Admission requirements**—Age 17 to 35; high school graduation, or equivalent

**Credit**—Certificate equivalent of junior year in regular course. This is possible in four summers

**Length of course**—1 month, July to August

**Fee**—\$30 for three courses; extra courses at \$10 each

#### GRADUATE COURSES IN GYMNASICS (Summer Session)

**Subjects**—Advanced courses in gymnastics, dancing and coaching; clinical work in medical gymnastics, massage, orthopedic gymnastics and physical examination; hygiene and sanitation, military drill.

**Admission requirements**—Age 17 to 35; graduate in physical training

**Length of course**—1 month, July to August

**Fee**—\$30 for three courses; extra courses at \$10 each

#### PHYSICAL EDUCATION

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Practice work preparatory to course in methods. This consists of taking charge of course under junior work, coaching, assisting with apparatus work, squad leading.

**Credit**—2 points  
4 hours a week

## PHYSICAL TRAINING

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**Subjects**—Physiology of exercise: The study of physiology from the standpoint of exercise. The effect of exercise on the body in every aspect, under all conditions.

**Credit**—2 points

**Subjects**—History and principles of physical education: the history of the movement of physical education from the Greeks to modern times, studying the important leaders of the German and Swedish systems, ending with deduction of principles from a study of modern education adapted to physical education.

**Credit**—2 points

**Subjects**—Methods of teaching: The presentation in detail of material to a class in sports, gymnastics and dancing, together with practice in handling classes.

**Credit**—2 points

**Subjects**—Kinesiology, Applied Anatomy: The study of the movement of the muscles on the body skeleton; the mechanism of breathing; concentric, eccentric and static movement; necessary as fundamental knowledge for prescription of exercises, gymnastic and corrective.

**Credit**—2 points

First semester

**Subjects**—Physical examinations: Anthropometry and medical gymnastics. The study of the measurements of the body and their meaning and value. Ways of altering these measurements through exercises, perfecting the body, overcoming defects.

**Credit**—2 points

Second semester

**Subjects**—Playgrounds: The conditions to be met with on playgrounds and the study of how to deal with problems presented there. A perusal of the effect of playgrounds in communities and of their value.

**Credit**—2 points

First semester

**Subjects**—Administration, gymnasia, building and field: A study of methods of conducting a department of physical education, gymnasium, planning; shower baths and dressing rooms, swimming pools; field construction and care.

**Credit**—2 points

Second semester

**Subjects**—Dancing: A study of the history of dancing; different types of dancing and their value; pageantry; costumes; management and production. Given in compliance with a very general demand for teachers of physical education able to take charge of community pageants, dancing carnivals, festivals, etc.

**Credit**—2 points

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ARCHITECTURE

✧ ARCHITECTURE

COLUMBIA UNIVERSITY, New York

**Subjects**—Elements of architecture, applied elements, shades and shadows, stereotomy, history of architecture, ornament, painting and sculpture, free hand, charcoal, watercolor, pen and ink and life drawing, advanced algebra, analytical and descriptive geometry and calculus, perspective, decorative arts, design, modeling, mechanics, mechanical equipment of buildings, specifications, building materials, principle of planning and of composition, architectural engineering, historical research.

**Admission requirements**—Age 18; 2 years of academic studies in a recognized college. Preparation must include the equivalent of the elementary French specified for admission to Columbia College

**Credit**—Bachelor of Architecture degree

**Length of course**—4 years, beginning in September

**Fee**—\$6 a point; average 32 points a year, exclusive of course in elements of architecture or design

✧ ARCHITECTURE (Afternoon and Evening Courses)

COLUMBIA UNIVERSITY, New York

**Subjects**—Elements of architecture, freehand, watercolor, charcoal and life drawing, shades and shadows; descriptive geometry; mechanical equipment of buildings, building materials and construction; principle of planning and composition, specifications; modeling and history of ornament.

**Admission requirements**—Age 18; high school graduation, supplemented by one year's office work. The high school work must include English, algebra, geometry, plane trigonometry and at least one year's instruction in French

**Credit**—Certificate of proficiency in architecture

**Length of course**—Average length, 6 years, beginning September, but varies according to proficiency and previous preparedness of student

**Fee**—\$6 a point; average 32 points a year, exclusive of course in elements of architecture or design

✧ ARCHITECTURE

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, Mass.

**Subjects**—Mathematics, plane trigonometry, inorganic chemistry, mechanical, freehand and life drawing, French, German or Spanish, military science, perspective English, history, design, history and philosophy of architecture, shades and shadows, physics, office practice, history of ornament, applied mechanics, watercolor, building construction, political economy, business law, sanitary science and public health, professional relations.

**Admission requirements**—Age 18; examination in algebra, geometry, physics, English, history and two electives

**Length of course**—4 years, beginning on the Monday following September 20th

**Credit**—Bachelor of Science in Architecture degree

**Fee**—\$250 a year



## PROFESSIONS

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### ⊛ ARCHITECTURAL ENGINEERING

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, Mass.

**Subjects**—Mathematics, plane trigonometry, inorganic chemistry, mechanical, freehand and structural drawing, design, French, German or Spanish, English and history, military science, perspective, history and philosophy of architecture, shades and shadows, surveying, physics, office practice, geology and materials of construction, sanitary science and public health, building mechanics, building construction, acoustics, color, professional relations, political economy, theory of structures, electric lighting and wiring of buildings, business law, foundations, hydraulics, heating and ventilation, steam and mechanical appliance for buildings.

**Admission requirements**—Age 18; examination in algebra, geometry, physics, English, history and two electives

**Credit**—Bachelor of Science in Architecture degree

**Length of course**—4 years beginning on the Monday following September 20th

**Fee**—\$250 a year

## DENTISTRY

### ⊛ DENTISTRY

COLUMBIA UNIVERSITY, New York

**Subjects**—First year: Anatomy, neuro-anatomy, bacteriology, immunity, dental anatomy, prosthodontia, applied dental physics and metallurgy. Second year: Clinical, surgical and dental pathology, metallurgy, operative dentistry, prosthodontia, pharmacology and materia medica, general and special pathology. Third year: Dental pathology, practice of medicine, operative dentistry, comparative dental anatomy, radiology, prosthodontia, bacteriology, orthodontia, oral hygiene and prophylaxis, crown and bridgework. Fourth year: Dental pathology, dental therapeutics and materia medica, operative dentistry, prosthodontia, oral surgery, orthodontia, oral hygiene and prophylaxis, history, ethics, economics, and jurisprudence of dentistry.

**Admission requirements**—1 year of medical study equivalent to the first year of the College of Physicians and Surgeons

**Credit given**—D. D. S. degree

**Length of course**—4 years, beginning September

**Fee**—\$6 a point (approximately 33 points)

## DRAWING AND PAINTING

### DRAWING AND PAINTING

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Freehand drawing: This course offers work which is the basis for all achievement in fine arts, drawing, painting, illustration, and design, and is required of all students majoring in fine arts. Drawing from Greek, Roman and Renaissance sculpture.

**Credit**—4 points

**Studio fee**—\$1.50

4 hours a week

## PROFESSIONS

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**Subjects**—Advanced drawing: Continuing from freehand drawing, this course offers advanced work in drawing the figure from the antique cast.

**Admission requirements**—Freehand drawing or equivalent

**Credit**—4 points

**Studio fee**—\$1.50

4 hours a week

**Subjects**—Elementary painting: This course is for the advanced student who here begins study of the technique of oil painting, the handling of color and the study of color relations. The work takes up the painting of simple arrangements of still life, involving the composition of the picture and the study of color form and texture.

**Credit**—4 points

**Fee**—\$3

4 hours a week

**Subjects**—Advanced painting: Continuing the work of elementary painting. The painting of advanced still life compositions and, for those students qualified, the beginning of portrait painting.

**Admission requirements**—Freehand drawing, advanced drawing, elementary painting, or a satisfactory equivalent

**Fee**—\$3

### DRAWING AND PAINTING

THE SCHOOL OF FINE ARTS, Yale University, New Haven

**Subjects**—First year: Drawing from combinations of fragments and from the full length cast, tested at intervals by opportunities to draw from life. The student whose work shows that he has acquired sufficient preparatory knowledge from the cast study, is graded with the second-year class. Painting during this year is wholly from still life. Second year: Drawing from the life, both head and full length figure. Tests of the student's ability are made by allowing him, from time to time, to paint instead of draw from the model. Third year: Drawing and painting from the living model. The work in color will be alternately from the nude and from the head alone, diversified according to the special needs of each student and so planned as to prepare him for the advanced professional work of the fourth year. Fourth year: (This extra year of work is open only to those who by reason of the high standard of their work are fitted in the judgment of the faculty to avail themselves of its special privileges). It is designed to give the student of ability an opportunity to undertake and solve problems usually impossible to handle except in private studios. It is conducted with a special view to the training of picture and portrait painters, and poses of several weeks' duration will be provided for the painting of full length life-size studies, both from the nude and from the draped figure.

**Admission requirements**—Age 16; candidate must present a drawing in charcoal in full light and shade of a head from the antique cast. For those who are unable to fulfill this requirement, preparatory study is provided

**Credit**—Course certificate, honor certificate, special certificate. Fourth year certificate awarded according to merit. B. F. A. degree is awarded to candidates who have taken the 4-year course and who show exceptional merit in their work

**Length of course**—3 to 4 years, beginning September

**Fee**—\$90 a year; materials, \$15 to \$40

## ENGINEERING

### ❖ CHEMICAL ENGINEERING

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, Mass.

**Subjects**—Inorganic, analytical, organic and industrial chemistry, mechanism, mechanical engineering drawing, heat engineering, applied mechanics.

**Admission requirements**—Age 17; examination in algebra, geometry, English and history and in two electives

**Credit**—B. S. degree

**Length of Course**—4 years, beginning September

**Fee**—\$250 per year

### ❖ CIVIL ENGINEERING

THE COLLEGE OF THE CITY OF NEW YORK, New York

**Subjects**—Topographical drawing, advanced mechanics, industrial chemistry, business organization, mineralogy, elementary electrical engineering, power, bacteriology, surveying, materials of construction, hydraulics, steel design, masonry, frame structures, foundations, pavements, railroads, bridges, water supply and sewers, tunneling and excavations, reinforced concrete, prescribed courses in science.

**Credit**—Diploma and B. S. degree

**Fee**—Based on \$2.50 per hour for a term of 16 weeks

**Length of course**—Dependent on the amount of work taken each term

**Evenings**—7.30 to 9.18

### ❖ CIVIL ENGINEERING

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, Mass.

**Subjects**—Topographical engineering; the building of railroads, harbors, docks, and other works serving the purpose of commerce and transportation; municipal engineering, including the construction of sewers, waterworks, roads and streets; structural engineering, including the construction of bridges, buildings, walls, foundations, and all fixed structures; hydraulics, the development of water power and other branches. In the third year the student is offered a choice of two options: one a general option, which may lead in the fourth year either to the option in hydraulic and sanitary engineering, or to that in railroad engineering, and the other, an option in highway engineering which continues throughout the fourth year.

**Admission requirements**—Age 17; examination in algebra, geometry, physics, English and history and in two electives

**Credit**—B. S. degree

**Length of course**—4 years, beginning September

**Fee**—\$250 per year

### CIVIL ENGINEERING

SHEFFIELD SCIENTIFIC SCHOOL, Yale University (Graduate Courses), New Haven

**Subjects**—Advanced surveying, astronomy for engineers, economic theory of railway location, adjustment of observations, hydraulic engineering, elements of sanitary engineering, water supply engineering, sewerage engineering, bacteriology and hygiene, advanced work and research in bacteriology and hygiene; cement and concrete testing, masonry and reinforced

## PROFESSIONS

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concrete design, structural engineering, structural details (wood), mining methods, heat engines, machine design, mechanism, electrical laboratory, electrical engineering, examinations and reports on existing structures, thesis.

**Admission requirements**—Ph.B. in Engineering, or its equivalent

**Credit**—Degree of Civil Engineer

**Length of course**—2 years

**Fee**—\$125

### ✧ ELECTRICAL ENGINEERING

THE COLLEGE OF THE CITY OF NEW YORK, New York

**Subjects**—Elementary electrical engineering, electrical measurements, industrial applications, illumination, telegraph and telephone. Subjects may be taken separately.

**Credit**—Diploma and B. S. degree

**Fee**—Based on \$2.50 per hour per week, for a term of 16 weeks

**Evenings**—7.30 to 9.18

### ✧ ELECTRICAL ENGINEERING

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, Mass.

**Subjects**—Mathematics, chemistry, physics and applied mechanics, theory of electricity and magnetism, essential principles of steam engineering, hydraulic power engineering, designing of structures and machines and of political economy, applications of electricity to the various problems in railroad work, power station design, power-transmission, lighting, telephony, etc.

**Admission requirements**—Age 17; examination in algebra, geometry, physics, English and history and in two electives

**Credit**—B. S. degree

**Length of course**—4 years, beginning September

**Fee**—\$250 per year

### ✧ ELECTRICAL ENGINEERING VI A

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, Mass.

**Subjects**—This course is conducted by the Institute in coöperation with the General Electric Company and affords a distinctive training for the technical and executive responsibilities of the electrical manufacturing industries. The first two years are identical with Course VI, and the last three years equally divided between instruction at the Institute and practical training at the West Lynn, or other works of the General Electric Company.

**Admission requirements**—Age 17; examination in algebra, geometry, physics, English and history

**Credit**—B. S. degree

**Length of course**—4 years, beginning September

**Fee**—\$250 per year

### ELECTRICAL ENGINEERING (Graduate Courses)

SHEFFIELD SCIENTIFIC SCHOOL, Yale University, New Haven

**Subjects**—Electrical seminary, advanced electrical engineering, electrical engineering laboratory, general electrical engineering.

**Admission requirements**—Undergraduate course in Sheffield Scientific School preparatory to this course, or its equivalent

**Credit**—Degree of Electrical Engineer

**Length of course**—2 years

**Fee**—\$125



## PROFESSIONS

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### METALLURGICAL ENGINEERING (Graduate Courses)

SHEFFIELD SCIENTIFIC SCHOOL, Yale University, New Haven  
Haven

**Subjects**—Assaying laboratory, general metallurgy, metallurgy of iron and steel, copper, lead, silver, gold, zinc, tin, nickel, mercury and minor metals, metallurgical equipment, metallurgical calculations, metallography and pyrometry, theoretical metallurgy, research in metallography, electro-metallurgy, metallurgical laboratory, summer work in metallurgy, metallurgical thesis, design of metallurgical plant.

**Credit**—Metallurgical Engineer degree

**Length of course**—2 years

**Admission requirements**—Ph.B. in Metallurgy, or some similar degree. Special students may also elect this course, but they will not be considered for a degree

### ☉ SANITARY ENGINEERING

MASSACHUSETTS INSTITUTE OF TECHNOLOGY, Cambridge, Mass.

**Subjects**—Chemistry, biology and public health. In these miscellaneous courses it is designed to give the students such training as shall fit them to interpret properly the results of researches in sanitary chemistry and sanitary biology, and to cooperate with chemists and biologists in professional work. The course devotes particular attention to the sanitary side of questions of water supply and drainage, and discusses, among other things, the principles of filtration and the methods of purifying water and sewage, the relation between drinking waters and disease, the methods of disposing of sewage, and other questions relating to public health.

**Admission requirements**—Age 17, examination in algebra, geometry, physics, English and history and in two electives

**Credit**—B. S. degree

**Length of course**—4 years, beginning September

**Fee**—\$250 per year

## JOURNALISM

### ☉ JOURNALISM

COLUMBIA UNIVERSITY, New York

**Subjects**—First year: Introductory technical course, statistics and the modern world, political writing or journalism, a course in politics or a course in history, financial writing, or a course in economics or history, modern European drama or modern European fiction. Second year: Reporting, copy-reading, history of journalism, law, international relations. Two of the following electives: modern European drama, modern European fiction, editorial writing, feature writing, short story, critical writing.

**Admission requirements**—Age 18; high school graduation, or the completion of 2 years college work; examination in history, English, economics or politics, natural science, French or German

**Credit**—B. Lit. degree, or certificate of proficiency\*

**Length of course**—2 years, beginning September

**Fee**—\$6 per point; 62 points required for B. Lit. degree

**NOTE**—The above are classes for boys, to which girls would be admitted, if they made application and it was found that they were really interested in the work



## LANDSCAPE ARCHITECTURE

### ⊛ LANDSCAPE ARCHITECTURE

LOWTHORPE SCHOOL OF LANDSCAPE ARCHITECTURE FOR WOMEN,  
Groton, Mass.

**Subjects**—First year: Elementary drafting, drawing and water color, history of gardens, reading course, surveying, botany, plant identification, practical horticulture. Second year: Elementary landscape design, theory of landscape design, architectural design, drawing, and water color, construction, plant identification, planting design, soils, practical horticulture. Third year: Advanced landscape design, architectural design, advanced construction, plant identification, planting design, economic entomology, practical horticulture.

**Admission requirements**—High school graduation; a thorough preparation in arithmetic, algebra, and plane geometry is necessary for the course in surveying

**Credit**—Diploma

**Length of course**—3 years, September to June

**Fee**—\$150 per year

### LANDSCAPE GARDENING

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—A knowledge of ornamental plants, their classification, habit, propagation and culture; the propagation of annuals, herbaceous and woody perennials; landscape design applied to the home grounds, suburban developments, estates and parks.

**Admission requirements**—Elementary botany, principles of design

**Credit**—6 points

**Laboratory fee**—\$5.00

## LAW

### LAW

SCHOOL OF LAW, Yale University, New Haven

**Subjects**—First year: Agency, common law pleading, contracts, criminal law, contracts, equity I, property, torts. Second year: Bills and notes, code pleading, damages, evidence, persons, public service and carriers, quasi-contracts and equitable restitution, sales, testamentary law, title to real property, trusts. Third year: Admiralty, bankruptcy, conflict of laws, constitutional law, court practice, future interests, insurance, international law, mining and irrigation, mortgages, municipal corporations, office practice, partnership, patents and copyrights, practice in U. S. courts, private corporations, Roman law and modern developments, suretyship, legal ethics, Connecticut law and practice, New York practice, New York trusts and perpetuities.

**Admission requirements**—A. B. degree from an approved institution

**Credit**—L.L.B. degree

**Length of course**—3 years, beginning September

**Fee**—\$150 per year

## LIBRARY WORK

### ⊙ LIBRARY APPRENTICE COURSE

CITY LIBRARY, Springfield, Mass.

**Subjects**—Cataloguing, classification, English literature, work with children, reference work, circulation, delivery, care of periodicals, binding and repairing of books; practice work in the three branches of the library; history.

**Admission requirements**—Age 18 to 35; high school graduation; college training and library experience preferable

**Credit**—Certificate

**Length of course**—9 months

**Fee**—None; books \$1 to \$2

### LIBRARY SCIENCE

CONNECTICUT COLLEGE FOR WOMEN, New London

(These courses are part of the prescribed curriculum of the Connecticut College for Women. General tuition fee for the academic year \$165)

**Subjects**—Purchase, preparation and care of books for library use; elementary reference problems; children's reading.

**Credit**—2 points

**Subjects**—Cataloguing for small libraries; history of libraries.

**Credit**—2 points

**Subjects**—Book selection and evaluation; use of annotated and other lists.

**Credit**—2 points

**Subjects**—Book selection and evaluation continued; reports on various library topics.

**Credit**—2 points

### LIBRARIANS' COURSE

DANBURY NORMAL SCHOOL (Summer Session), Danbury

**Purpose**—This course is designed to be helpful to those in charge of small libraries, to assistants in larger libraries, and to those who wish to discover whether they have aptitude for library work.

**Subjects**—Ordering books; preparation for circulation, entries of accessions and withdrawals; \*cataloguing, classification; use of reference books and other reference material; library statistics and reports; library work with schools.

**Length of course**—2 weeks, beginning July

**Fee**—None

\*Care of books and book repairing

### ⊙ LIBRARY SCIENCE

NEW YORK STATE LIBRARY SCHOOL, Albany, New York

**Subjects**—Cataloguing, classification, subject headings, elementary, and advanced reference, book selection, library administration, American libraries, history of books and printing, library binding, library printing, national and subject bibliography, library buildings, loan and shelf work, order and accession work, indexing, library extension, high school libraries, business library, organization, government documents, original bibliography notes and samples, practice work, library visit.

## PROFESSIONS

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**Admission requirements**—Age 20; A.B. degree

**Credit**—Certificate at end of first year; B.L.S. degree for completion of course

**Length of course**—Two years

**Fee**—First year \$75 for residents of New York State, \$100 for others; Second year \$25 for residents of New York State, \$50 for others

### ⊛ LIBRARY TRAINING

LIBRARY SCHOOL OF THE NEW YORK PUBLIC LIBRARY, 476 Fifth Avenue, New York

**Subjects**—Library training: Cataloguing, reference book selection, administration, classification, American libraries, binding and repair of books, bibliography, current history, printing and indexing, practice work, library visits.

**Credit**—Certificate

**Length of course**—34 weeks, beginning September

**Fee**—\$75 for New Yorkers or commuters

**Subjects**—Advanced library training: For those who wish to pursue further study and to prepare for particular forms of library work; certain advanced courses are offered. These involve special attention to such subjects as school and children's library methods.

**Admission requirements**—1 year of training in an accredited library school

**Credit**—Diploma

**Length of course**—34 weeks, beginning October

**Fee**—\$25; free to member of New York Library Staff

### ⊛ LIBRARY TRAINING

PRATT INSTITUTE, 220 Ryerson Street, Brooklyn

**Subjects**—Library training: Administration problems, book buying, business methods, civic institutions, history of libraries, library buildings, legislation, printing, survey of library fields, work with children, book selections, editions and publishers, appraisal of fiction and periodicals, bibliography, classification, cataloguing and reference work, government documents, library economy, indexing, technical French and German, elementary Italian, field work and practical work.

**Admission requirements**—Entrance examination; high school education, or equivalent; typewriting; age 20 to 40

**Credit**—Certificate

**Length of course**—1 year, beginning September

**Fee**—\$125

## MEDICINE

### MEDICINE

SCHOOL OF MEDICINE, Yale University, New Haven

**Subjects**—First year: Anatomy, microscopic anatomy, embryology, physiological chemistry, physiology of nutrition, anatomy of the organs of special sense, general bacteriology. Second year: Pathology, anatomy of central nervous systems, physical and nervous physiology, pharmacology, prescription writing, physical diagnosis, minor surgery and bandaging, topographic and applied anatomy, clinical microscopy. Third

## PROFESSIONS

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year: Medicine, surgery, obstetrics and gynecology, pediatrics, principles of public health and public health administration, therapeutics, psychiatry, physical diagnosis; medical, surgical and pediatric clinics; dispensary section work, radiology. Fourth year: Medicine, surgery, operative surgery, obstetrics and gynecology, ophthalmology, otology, rhinology, and laryngology, orthopedics, dermatology, neurology, urology, tuberculosis, radiology.

**Admission requirements**—A.B. degree from an approved institution. All candidates for admission must furnish evidence that they have satisfactorily completed courses in general physics, laboratory physics, or physical chemistry, general inorganic and organic chemistry, general biology. Students must have a reading knowledge of German. Those who have not had elementary psychology will be required to make good this deficiency during the first year

**Credit**—M.D. degree

**Length of course**—4 years, beginning the last Thursday in September

**Fee**—\$200 per year, plus laboratory fees

## PRACTICAL MUSIC

### CHORAL SINGING

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Ear-training and sight-reading; class drill in staff-notation and in sight-singing; emphasis is laid on tonal relations as the practical basis for the study of harmony and attention given to ear-training, tone production, and enunciation. Two courses are given.

### ENSEMBLE PLAYING AND SINGING

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Overtures and symphonies arranged for pianoforte for four or eight hands; string quartets and trios; vocal duets and trios. Outside reading in connection with the works studied is required. Two courses are given.

### ORCHESTRAL ENSEMBLE

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Orchestral ensemble.

**Admission requirements**—Ability to play some orchestral instrument to the satisfaction of the department of music

### ORGAN

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—(1) Exercises for the mastery of the pedals and other peculiarities of organ technique; little preludes and fugues. (2) Technical studies: Improvisation. (3) Studies: Church and concert pieces; improvisation; practical experience in church and concert performance. (The course in organ is not definitely arranged and is subject to withdrawal).

**Fee**—Special

2 hours a week

## PROFESSIONS

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### ORGAN

SCHOOL OF MUSIC, Yale University, New Haven

Subjects—Organ.

Admission requirements—Age 16; preparation sufficient to pass examinations in elements of theory and the instruments chosen by the applicants

Credit—Certificate

Length of course—3 years, beginning September

Fee \$100 a year

### PIANOFORTE

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

Subjects—General advanced pianoforte instruction, technical exercises, memorizing, etc.

Fee—Special

2 hours a week

### PIANOFORTE

HARTFORD SCHOOL OF MUSIC, 91 Elm Street, Hartford

Subjects—Piano, music history, harmony, counterpoint.

Credit—Certificate

Length of course—September to June

Fee—Special

### PIANOFORTE

NEW HAVEN SCHOOL OF MUSIC, New Haven

Subjects—Prescribed courses in pianoforte.

Credit—Certificate or diploma

Fee—Special

### PIANOFORTE

SCHOOL OF MUSIC, Yale University, New Haven

Subjects—Pianoforte.

Admission requirements—Age 16; preparation sufficient to pass examinations in elements of theory and the instruments chosen by the applicants

Credit—Certificate

Length of course—3 years beginning September

Fee—\$100 a year

### VIOLIN

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

Subjects—(1) Systems of technique; studies; easy solos and duets. (Particular attention will be given to correct position, intonation, tone, bowing.) (2) Technique, scale studies, etudes, etc. (3) Etudes, sonatas; concert pieces. (4) Caprices; orchestra studies; sonatas, etc.

Fee—Special

2 hours a week



## PROFESSIONS

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### VIOLIN

HARTFORD SCHOOL OF MUSIC, 91 Elm Street, Hartford

Subjects—Violin, music history, theory, harmony, counterpoint.

Credit—Certificate

Length of course—September to June

Fee—Special

### VIOLIN

NEW HAVEN SCHOOL OF MUSIC, New Haven

Subjects—Prescribed courses in violin.

Credit—Certificate or diploma

Fee—Special

### VIOLIN

SCHOOL OF MUSIC, Yale University, New Haven

Subjects—Violin.

Admission requirements—Age 16; preparation sufficient to pass examinations in elements of theory and the instruments chosen by the applicants

Credit—Certificate

Length of course—3 years, beginning September

Fee—\$150 a year

### VIOLA

SCHOOL OF MUSIC, Yale University, New Haven

Subjects—Viola.

Admission requirements—Age 16; preparation sufficient to pass examinations in elements of theory and the instruments chosen by the applicants

Credit—Certificate

Length of course—3 years, beginning September

Fee—\$150 a year

### VIOLONCELLO

HARTFORD SCHOOL OF MUSIC, 91 Elm Street, Hartford

Subjects—Violoncello, music history, theory, harmony, counterpoint.

Credit—Certificate

Length of course—September to June

Fee—Special

### VIOLONCELLO

SCHOOL OF MUSIC, Yale University, New Haven

Subjects—Violoncello.

Admission requirements—Age 16; preparation sufficient to pass examinations in elements of theory and the instruments chosen by the applicants

Credit—Certificate

Length of course—3 years, beginning September

Fee—\$100 a year

## PROFESSIONS

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### VOICE

CONNECTICUT COLLEGE FOR WOMEN, New London  
(See note foot of page 15.)

**Subjects**—(1) Fundamental principles of the art of singing; correct method of breathing; tone placement; quality of tone; equalization of registers; vowel and consonant work; phrasing; (2) Progressive exercises. (3) Exercises for further advancement in flexibility and phrasing; exercises for the study of dramatic expression; a study of the classics and of arias from oratorios; more difficult songs. (4) Exercises: Classical songs; memorizing.

**Fee**—Special  
2 hours a week

### VOICE

HARTFORD SCHOOL OF MUSIC, 91 Elm Street, Hartford

**Subjects**—Voice, music history, theory, harmony, counterpoint.  
**Credit**—Certificate  
**Length of course**—September to June  
**Fee**—Special

### VOICE

NEW HAVEN SCHOOL OF MUSIC, New Haven

**Subjects**—Prescribed courses in voice.  
**Credit**—Certificate or diploma  
**Fee**—Special

### VOICE

SCHOOL OF MUSIC, Yale University, New Haven

**Subjects**—Singing.  
**Admission requirements**—Age 16; preparation sufficient to pass examinations in elements of theory and the instruments chosen by the applicants.  
**Credit**—Certificate  
**Length of course**—3 years, beginning September  
**Fee**—\$100 a year

## THEORY OF MUSIC

### THEORY

CONNECTICUT COLLEGE FOR WOMEN, New London  
(See note foot of page 15.)

**Subjects**—Fundamentals of music: An introductory course, outlining the scientific basis of music and its structural elements—rhythmic, melodic, harmonic, and formal; notation, dictation, and reading; elementary harmony and the rudiments of composition.

**Admission requirements**—An elementary knowledge of music

**Subjects**—Interpretation of music: History and interpretation of typical musical forms; lectures with illustrations on the piano-forte, on musical structure, methods, aesthetics, and criticism; representative operas are studied with illustrations afforded by pianoforte, victrola, and lantern slides.

## PROFESSIONS

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**Subjects**—Harmony and elementary composition: General theory and harmony, chords and their mutual relationships, non-harmonic tones, modulation, and analysis; harmonization of given melodies in soprano or bass; introductory composition in binary and ternary forms.

**Admission requirements**—Fundamentals of music

**Subjects**—Masterpieces of music: Analytical study of classical and modern masterpieces; the chief forms studied are the aria, anthem, rondo, and sonata, leading up to larger forms such as symphonies and oratorios.

**Admission requirements**—Interpretation of music

**Subjects**—Counterpoint and composition: Detailed study of rhythm, melody, harmonic accompaniment, and musical form; contrapuntal treatment of voice parts; imitation; the writing of pieces for the pianoforte, voice, violin, and organ, such as etudes, classical dances, inventions, two-part canons, songs, glees, preludes.

**Admission requirements**—Harmony and elementary composition

**Subjects**—Instrumentation and composition: Instrumentation; orchestra, band, and chamber music; free composition; musical analysis; double counterpoint, canon, and fugue; examples taken from Bach and others of the classical period, as well as from the modern masters.

**Admission requirements**—Counterpoint and composition

**Subjects**—Acoustics: The physical basis of the musical scale; the properties of tones, such as pitch, loudness, quality or timbre; the relations of the natural and tempered scales, pulsations, overtones, difference tones; resonators, interference of sound waves; the harmonics present in the various musical instruments.

**Subjects**—Modern composition.

**Admission requirements**—For seniors and graduates: Instrumentation and composition

**Subjects**—Modern orchestration: Symphonic and dramatic orchestration; continuation of modern composition; advanced.

**Admission requirements**—For seniors and graduates: Modern composition advanced

## THEORY OF MUSIC

SCHOOL OF MUSIC, Yale University, New Haven

**Subjects**—First year: harmony, sight-singing and ear-training; Second year: keyboard harmony, counterpoint; Second or Third year: history of music; Third year: strict composition; Third or Fourth year: instrumentation; Fourth year: free composition, advanced orchestration and conducting.

**Admission requirements**—Age 16; preparation sufficient to pass examinations in elements of theory

**Credit**—Certificate for harmony, sight-singing and ear-training, keyboard harmony, counterpoint, history; Degree of Mus. B. for history of music, strict composition, instrumentation, free composition, advanced orchestration and conducting

**Length of course**—2 to 4 years

**Fee**—\$50 a year

## PROFESSIONS

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### TEACHERS' COURSE

CONNECTICUT COLLEGE FOR WOMEN, New London  
(See note foot of page 15.)

**Subjects**—Public school music; methods and practice: (1) For grade and high school teachers; (2) For supervisors.

**Admission requirements**—Course 1 is prerequisite for Course 2

### TEACHERS' COURSE

HARTFORD CONSERVATORY OF MUSIC, 118 Asylum Street, Hartford

**Subjects**—Piano teachers' course: Piano, theory, harmony, ensemble, composition, musical history.

**Credit**—Certificate

**Length of course**—Varies

**Fee**—Special

**Subjects**—Vocal teachers' course: Voice, theory, harmony, ensemble, composition, musical history.

**Credit**—Certificate

**Length of course**—Varies

**Fee**—Special

**Subjects**—Violin teachers' course: Violin, theory, harmony, ensemble, composition, musical history.

**Credit**—Certificate

**Length of course**—Varies

**Fee**—Special

### TEACHERS' COURSE

SCHOOL OF MUSIC, Yale University, New Haven

**Subjects**—The supervision of public school music: First year: subject matter; Second year: methods of teaching.

**Length of course**—2 years, beginning September

**Fee**—\$50 a year

## NURSING

### NURSING

WM. W. BACKUS HOSPITAL TRAINING SCHOOL, Wm. W. Backus Hospital, Norwich

**Subjects**—Medical, surgical, obstetrical, children, contagious, dietetics.

**Admission requirements**—Age 19 to 35; 1 year high school work or its equivalent; good physical condition

**Credit**—Diploma

**Length of course**—3 years

**Allowance**—\$10 a month

### NURSING

BRIDGEPORT HOSPITAL TRAINING SCHOOL, Bridgeport Hospital, Bridgeport

**Subjects**—Medical, surgical, obstetrical, children, contagious—as cases develop; operating room; practical dietetics.

**Admission requirements**—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition

**Credit**—Diploma

**Length of course**—3 years

**Allowance**—\$9 a month

## PROFESSIONS

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### NURSING

DANBURY HOSPITAL TRAINING SCHOOL, Danbury Hospital, Danbury

Subjects—Medical, surgical, obstetrical, children, contagious.

Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition

Credit—Diploma

Length of course—3 years

Allowance—\$8 a month

### NURSING

GRACE HOSPITAL TRAINING SCHOOL, Grace Hospital, New Haven

Subjects—Medical, surgical, obstetrical, children, operating room, practical dietetics.

Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition

Credit—Diploma

Length of course—3 years

Allowance—\$8 a month

### NURSING

GREENWICH GENERAL HOSPITAL TRAINING SCHOOL, Greenwich General Hospital, Greenwich

Subjects—Medical, surgical, obstetrical, contagious, tuberculosis.

Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition

Credit—Diploma

Length of course—27 months

Allowance—\$10 a month

### NURSING

GREENWICH HOSPITAL TRAINING SCHOOL, Greenwich Hospital, Greenwich

Subjects—Medical, surgical, obstetrical, children, contagious.

Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition

Credit—Diploma

Length of course—27 months

Allowance—\$10 a month

### NURSING

GRIFFIN HOSPITAL TRAINING SCHOOL, Griffin Hospital, Derby

Subjects—Medical, surgical, obstetrical, contagious.

Admission requirements—Age 18 to 35; one year high school work, or its equivalent

Credit—Diploma

Length of course—2½ years

Allowance—\$9 a month

### NURSING

HARTFORD HOSPITAL TRAINING SCHOOL, Hartford Hospital, Hartford

Subjects—Medical, surgical, obstetrical, children, contagious tubercular, operating room, practical dietetics, administrative work.

Admission requirements—Age 19 to 35; 2 years' high school work

Credit—Diploma

Length of course—3 years

Allowance—\$8 a month



## PROFESSIONS

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### NURSING

LAWRENCE MEMORIAL HOSPITAL TRAINING SCHOOL, Lawrence Memorial Hospital, New Haven

Subjects—Medical, surgical, obstetrical, children, pediatrics.  
Admission requirements—Age 19 to 30; 1 year high school work, or its equivalent; good physical condition  
Credit—Diploma  
Length of course—2 years, 2 months  
Allowance—\$10 a month

### NURSING

LITCHFIELD HOSPITAL TRAINING SCHOOL, Litchfield County Hospital, Winsted

Subjects—Medical, surgical, obstetrical, children, contagious.  
Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition  
Credit—Diploma  
Length of course—3 years  
Allowance—\$8 a month

### NURSING

THE MEMORIAL HOSPITAL TRAINING SCHOOL, The Memorial Hospital, New London

Subjects—Medical, surgical, obstetrical, children, contagious.  
Admission requirements—Age 20 to 35; 1 year high school work, or its equivalent; good physical condition  
Credit—Diploma  
Length of course—2 years  
Allowance—\$9 a month

### NURSING

MERIDEN HOSPITAL TRAINING SCHOOL, Meriden Hospital, Meriden

Subjects—Medical, surgical, obstetrical, children.  
Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition  
Credit—Diploma  
Length of course—2 years  
Allowance—for text-books, uniforms, and personal expenses

### NURSING

MIDDLESEX HOSPITAL TRAINING SCHOOL, Middlesex Hospital, Middletown

Subjects—Medical, surgical, obstetrical, children, practical laboratory work, two months of district nursing, practice in dietetics.  
Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition  
Credit—Diploma  
Length of course—3 years  
Allowance—\$10 a month

### NURSING

NEW BRITAIN GENERAL HOSPITAL TRAINING SCHOOL, New Britain General Hospital, New Britain

Subjects—Medical, surgical, obstetrical, children.  
Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition  
Credit—Diploma  
Length of course—2½ years  
Allowance—for text-books, uniforms, and personal expenses.

## PROFESSIONS

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### NURSING

NEW HAVEN HOSPITAL TRAINING SCHOOL, New Haven Hospital, New Haven

Subjects—Medical, surgical, obstetrical, children, contagious, operating room, visiting nurse work.

Admission requirements—Age 20 to 35; high school education

Credit—Diploma

Length of course—3 years

Allowance—\$5.50 a month.

### NURSING

STAMFORD HOSPITAL TRAINING SCHOOL, Stamford Hospital, Stamford

Subjects—Medical, surgical, obstetrical, children, contagious.

Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition

Credit—Diploma

Length of course—3 years

Allowance—\$10 a month

### NURSING

WATERBURY HOSPITAL TRAINING SCHOOL, Waterbury Hospital, Waterbury

Subjects—Medical, surgical, obstetrical, children, visiting nurse work.

Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition

Credit—Diploma

Length of course—3 years

Allowance—\$10 a month

### NURSING

ST. FRANCIS HOSPITAL TRAINING SCHOOL, St. Francis Hospital, Hartford

Subjects—Medical, surgical, obstetrical, children, contagious, laboratory, X-ray, pharmacy experience.

Admission requirements—Age 19 to 35; 1 year high school work, or its equivalent; good physical condition

Credit—Diploma

Length of course—3 years

Allowance—\$10 a month

### NURSING

ST. JOSEPH'S HOSPITAL TRAINING SCHOOL, St. Joseph's Hospital, Williamantic

Subjects—Medical, surgical, obstetrical, children.

Admission requirements—Age 19 to 35; 1 year high school work; good physical condition

Credit—Diploma

Length of course—2 years

Allowance—for text-books and uniforms.

### NURSING

ST. MARY'S HOSPITAL TRAINING SCHOOL, St. Mary's Hospital, Waterbury

Subjects—Medical, surgical, obstetrical, children.

Admission requirements—Age, 20 to 35; 1 year high school work; good physical condition

Credit—Diploma

Length of course—3 years

Allowance—\$5 a month

## PROFESSIONS

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### NURSING

ST. RAPHAEL'S HOSPITAL TRAINING SCHOOL, St. Raphael's Hospital, New Haven

Subjects—Medical, surgical, obstetrical, children.

Admission requirements—Age 19 to 35; 1 year high school work; good physical condition

Credit—Diploma

Length of course—3 years

Allowance

### NURSING

ST. VINCENT'S HOSPITAL TRAINING SCHOOL, St. Vincent's Hospital Bridgeport

Subjects—Medical, surgical, obstetrical, children, contagious.

Admission requirements—Age 19 to 35; 1 year high school work; good physical condition

Credit—Diploma

Length of course—3 years

Allowance—\$5 a month

### PUBLIC HEALTH NURSING

NEW HAVEN VISITING NURSE ASSOCIATION, 200 Orange Street, New Haven

Subjects—Classes, lectures, laboratory and field work.

Admission requirements—Registered nurses who have had two years training in general hospital in which obstetrical training is included; good physical condition

Credit—Certificate

Length of course—8 months

Fee—None

## PRACTICAL NURSING

### BABY NURSING

ST. AGNES HOME, Asylum Avenue and Steele Road, Hartford

Subjects—Child-care.

Admission requirements—Age 18; grammar school graduation; good physical condition

Credit—Certificate

Length of course—1 year

Allowance—After 1 month's probation, \$5 a month for 8 months; \$8 a month for the remaining 3 months

Subjects—Child-care and obstetrics; ear, eye, and nose; materia medica and bandaging.

Admission requirements—Age 18; grammar school graduation; good physical condition

Credit—Diploma

Length of course—18 months

Allowance—After 1 month's probation, \$5 a month for 8 months; \$8 a month for the remaining months

### TRAINED ATTENDANTS

YOUNG WOMEN'S CHRISTIAN ASSOCIATION, Bridgeport

Subjects—Classes, demonstrations and lectures.

Admission requirements—High school graduation

Length of course—30 lessons

Fee—\$12

Days—Wed., 2.30 to 4.30; evenings—Wed., 7.30 to 9.30

## OPTOMETRY

### ⊙ OPTOMETRY

COLUMBIA UNIVERSITY, New York

**Subjects**—First year: Algebra, geometry, trigonometry, physics; theoretical and practical optics; general anatomy, with special reference to the anatomy and physiology of the eye; theoretical optometry. Second year: Theoretical, physiological and practical optics; theoretical and practical optometry; pathological conditions of the eye; general hygiene and hygiene of the eye.

**Admission requirements**—High school graduation

**Length of course**—2 years, beginning September

**Credit**—Certificate

**Fee**—First year, \$186; second year, \$180

### ⊙ OPTOMETRY

THE MASSACHUSETTS SCHOOL OF OPTOMETRY, 168 Massachusetts Avenue, Boston

**Subjects**—First year: anatomy, physiology, mathematics, physics, theoretic optometry, practical optometry, practical optics, clinics, theoretic optics. Second year: theoretic optometry, practical optometry, practical optics, pathology, physiologic optics, clinics, theoretic optics, hygiene, ophthalmological instruments.

**Admission requirements**—At least two years' education in high school, or its equivalent

**Length of course**—2 years, beginning September

**Fee**—\$150; books and equipment \$25; special three-months' course, \$75; special four-months' course, \$75

## ORAL HYGIENE

### ⊙ ORAL HYGIENE

COLUMBIA UNIVERSITY, New York

**Subjects**—General anatomy, dental anatomy, comparative dental anatomy, oral pathology, histology, physiology, preventive dentistry, child and school hygiene, bacteriology and sterilization, oral prophylaxis, dento-chemistry, clinical recording and examination, pharmacology, occlusion and malocclusion, elementary chemistry, radiology, oral surgery and anesthetics, nutrition and dietetics, dental physics.

**Admission requirements**—A qualifying certificate obtained from the Department of Education of the State of New York at Albany, N. Y.; the completion of at least one year of high school work; at least 18 years of age

**Length of course**—1 year, beginning September

**Fee**—\$150

## PROFESSIONS

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### ☉ ORAL HYGIENE

FORSYTH DENTAL INFIRMARY FOR CHILDREN, 140 The Fenway, Boston, Mass.

**Subjects**—Histology, anatomy, physiology and dietetics, bacteriology and pathology, laryngology, orthodontia, investing tissues of the teeth, contagious, infectious and communicable disease, general and oral hygiene, prophylactic technic, fractures of the jaw, oral pathology, sterilization and asepsis, oral surgery, extracting, novocain technic, anaesthesia, dental jurisprudence, therapeutics, prosthetic and pathology, clinical prophylaxis, recent dental research, dental materia medica, general-organic chemistry, sanitation, orthopedics, neurology.

**Admission requirements**—Age 19; high school graduation or its equivalent

**Credit given**—Certificate

**Length of course**—12 months, beginning October

**Fee**—\$100; books, etc., \$50

### PAINTING

See Drawing, pages 70, 71.

### PHARMACY

#### ☉ PHARMACY

THE BROOKLYN COLLEGE OF PHARMACY, 205 Nostrand Avenue, Brooklyn, N. Y.

**Subjects**—First year: inorganic pharmaceutical chemistry, qualitative analysis, botany, materia medica, pharmaceutical arithmetic, physiology, microscopy, physics, pharmaceutical Latin, principles of pharmacy, manufacture of simple pharmaceutical preparations. Second year: organic pharmaceutical chemistry, organic materia medica, pharmacognosy, practical pharmacy, dispensing pharmacy, pharmaceutical jurisprudence, commercial pharmacy, drug assaying, manufacturing chemistry, toxicology, posology.

**Admission requirements**—Age 17; pharmacy student, qualifying certificate of the New York State Education Department; apprentice certificate of the New York State Board of Pharmacy, representing 2 years of high school, or equivalent

**Credit**—Degree of Graduate Pharmacy

**Length of course**—2 years, September to May

**Fee**—\$100 each year

**Subjects**—Advanced course: Practical laboratory work in pharmacy, chemistry, microscopy, pharmacognosy, reference reading on assigned subjects, application to the thorough testing of food and drugs.

**Admission requirements**—Graduation from a registered college of pharmacy

**Credit**—Degree of Master of Pharmacy

**Length of course**—September to May

**Fee**—\$100

Alternate days each week



## PROFESSIONS

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### ⊙ PHARMACY

THE COLLEGE OF PHARMACY OF THE CITY OF NEW YORK, 115 West  
68th Street, New York

#### College Course:

Subjects—First year: physics, chemistry, general pharmaceutical and analytical theory of pharmacy, pharmaceutical Latin, practical pharmacy, dispensing pharmacy, pharmaceutical accounting, physiology, botany, vegetable histology, toxicology. Second year: organic, pharmaceutical and medical chemistry; analytical chemistry, practical pharmacy, dispensing pharmacy pharmaceutical jurisprudence, materia medica, toxicology, microscopic pharmacognosy.

Credit—Degree of Graduate in Pharmacy

Length of course—2 years, beginning September

Fee—\$125 a year

Alternate days each week

#### University Course:

Subjects—In addition to the subjects of the college course, this course consists of general biology, practical physics, advanced work in chemistry and pharmacy, food analysis, and toxicology, plant analysis, technical microscopy, bacteriology and human physiology.

Admission requirements—High school education, or equivalent

Credit—Degree of Pharmaceutical Chemist at end of third year;

Bachelor of Science degree of end of fourth year

Length of course—3 or 4 years, beginning September

Fee—\$145 a year

## RELIGIOUS WORK

### MISSIONARY WORK

KENNEDY SCHOOL OF MISSIONS, Hartford

Purpose—To furnish special missionary preparation to those who are about to undertake the work of foreign missions, and to supplement the previous training of missionary candidates by giving the opportunity for special missionary preparation.

Subjects—Bible and theology, phonetic and language study; Psychology, pedagogy, sociology, history and methods of missions; Moslem lands, India; preparation for Latin America; preparation for other countries; preparation for work among the Jews; medical instruction, food and dietetics, elocution, business methods, music.

Admission requirements—Candidate must be an appointee or candidate of mission board, or graduate of college or professional school

Credit—Certificate for one year's work; diploma for two years' work

Length of course—Two years, beginning in September

Fee—\$50 a year

### GRADUATE COURSE IN MISSIONARY TRAINING

KENNEDY SCHOOL OF MISSIONS, Hartford

Admission requirements—A. B. degree

Credit—S. T. B. degree

Length of course—1 year

Fee—\$50 a year

NOTE—This degree is given only for work of high distinction

## PROFESSIONS

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### GRADUATE COURSE IN MISSIONARY WORK

KENNEDY SCHOOL OF MISSIONS, Hartford

Admission requirements—S. T. B., or B. D. degree

Credit—S. T. M. degree

Length of course—At least 1 year

Fee—\$50 a year

### GRADUATE COURSE IN MISSIONARY WORK

KENNEDY SCHOOL OF MISSIONS, Hartford

Admission requirements—(1) The permission of her Board; (2) A. B. degree; (3) Her acceptance as a candidate by the School of Missions

Credit—Ph. D. degree

Length of course—5 years

Fee—\$50 a year

### THE PEDAGOGY OF RELIGION

HARTFORD SCHOOL OF RELIGIOUS PEDAGOGY, Hartford

Purpose—To give students a professional equipment for positions as Sunday-school superintendents; directors of religious education; normal, field, city, district, and primary superintendents; city, home, and foreign missionaries; deaconesses, pastors' assistants and superintendents, and teachers in reformatory and charitable institutions.

Subjects—Courses in the Bible, Christian doctrine, Church history, psychology, pedagogy, home economics, social science and practice.

Admission requirements—High school graduation, or some practical experience in Christian work

Credit—Diploma

Length of course—2 years, beginning in September

Fee—\$50 a year

### GRADUATE COURSES IN THE PEDAGOGY OF RELIGION

HARTFORD SCHOOL OF RELIGIOUS PEDAGOGY, Hartford

Admission requirements—(1) A. B. degree; (2) Evidence of high standing in her previous studies; (3) A working knowledge of French and German

Credit—Ph.D. degree

Length of course—About 3 years

Fee—\$50 a year

### GRADUATE COURSE IN PEDAGOGY OF RELIGION

HARTFORD SCHOOL OF RELIGIOUS PEDAGOGY, Hartford

Admission requirements—2 years of college work, or its equivalent

Credit—Pd.B. degree

Length of course—2 years

Fee—\$50 a year

### GRADUATE COURSE IN PEDAGOGY OF RELIGION

HARTFORD SCHOOL OF RELIGIOUS PEDAGOGY, Hartford

Admission requirements—A. B., or Pd.B. degree

Credit—Pd.M. degree

Length of course—1 to 2 years

Fee—\$50 a year

## PROFESSIONS

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### RELIGIOUS WORK

HARTFORD THEOLOGICAL SEMINARY, Hartford

**Purpose**—To meet the needs of women seeking to engage in missionary work at home or abroad, to prepare themselves for Christian teaching or for organized Social Service.

**Subjects**—The languages of the Old Testament; the exegesis and interpretation of specific Old Testament books; Old Testament Introduction, including literary structure, date, authorship, etc., of the books; the study of the external history of the New Testament as a whole and in its parts; the history of the Christian Church and the closer study of especially significant periods, phases, and personalities in the life of the Church; systematic theology, apologetics, dogmatics, ethics, psychology, philosophy and philosophy of religion; history, theory and practice of preaching and of public worship, in church administration, and in the true relations of the ministers, as pastor and man, to individuals and to society; pedagogy, missions thematic theology, practical theology.

**Admission requirements**—A. B. degree and a knowledge of Greek  
**Credit**—Diploma (A. B. D. degree is given to those who have completed, with decided credit, the full course of study, including Hebrew)

**Length of course**—3 years, beginning in September

**Fee**—None

### GRADUATE COURSE IN RELIGIOUS WORK

HARTFORD THEOLOGICAL SEMINARY, Hartford

**Subjects**—Old Testament, New Testament, Church history, systematic theology, practical theology.

**Admission requirements**—B. D. degree

**Credit**—S. T. M. degree

**Length of course**—1 year

**Fee**—None

### GRADUATE COURSE IN RELIGIOUS WORK

HARTFORD THEOLOGICAL SEMINARY, Hartford

**Admission requirements**—A. B. degree; evidence of high standing in her previous studies; a working knowledge of Latin, French and German

**Credit**—Ph.D. degree

**Length of course**—2 to 3 years

**Fee**—\$25 a year

## SCULPTURE

### SCULPTURE

THE SCHOOL OF FINE ARTS, Yale University, New Haven

**Subjects**—First and second year: Modelling from fragments of the antique or from the whole figure. Toward the close of the second year work may be begun from the living model. Third year: modelling from life, both portrait and full-length nude; opportunity is also given for practical instruction in

## PROFESSIONS

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the making of plaster casts and models, the adaptation of figures and ornaments to the styles of architecture and other practical work of the professional or assistant sculptor. Fourth year: (optional to the students of the course) This year is of great importance to those who are able to avail themselves of this opportunity for further development, and presents a valuable introduction to actual professional work. Without the experience and training which this year of advanced study affords, the sculptor will be unprepared to meet and solve the problems of the active life of this profession.

**Admission requirements**—Age 16; candidate must present a drawing in charcoal in full light and shade of a head from the antique cast. For those who are unable to fulfill this requirement, preparatory study is provided

**Credit**—Course certificate, honor certificate, special certificate. Fourth-year certificate awarded according to merit. B. F. A. degree is awarded to candidates who have taken the 4-year course and who show exceptional merit in their work

**Length of course**—3 to 4 years, beginning September

**Fee**—\$90 a year; materials \$15 to \$40

## TEACHING

### AGRICULTURAL TEACHING

CONNECTICUT AGRICULTURAL COLLEGE, Storrs (See page 14).

HARTFORD SCHOOL OF HORTICULTURE, Hartford (See page 14).

### COMMERCIAL TEACHING

HUNTSINGER BUSINESS SCHOOL, Hartford (See page 29).

MORSE BUSINESS COLLEGE, Hartford (See page 29).

STATE NORMAL SCHOOL, Willimantic (See page 29).

TORRINGTON COMMERCIAL SCHOOL, Torrington (See page 30).

### CRAFT TEACHING (Ceramics)

CONNECTICUT COLLEGE FOR WOMEN, New London

(See page 16.)

### EDUCATION

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Fundamentals of education: An examination of the learning process from the first elementary knowing experience of the child up to the education of the reason and will, including also the study of such topics as the culture-epochs theory, the doctrine of formal discipline, etc.

**Admission requirements**—General psychology

**Subjects**—History and principles of education: A continuation of fundamentals of education, taking up a wider and more detailed study of the learning process, and in part a means of acquainting the student with the history of educational theories and ideals.

**Admission requirements**—General psychology and fundamentals of education



EDUCATION

GRADUATE SCHOOL, Yale University, New Haven

(See note foot of page 45.)

**Purpose**—These courses are designed to meet the needs of teachers and students who intend to teach. Teachers actually employed in the public schools of New Haven and the State of Connecticut may take as many as two courses in Education in any one year without payment of fee, unless such courses form part of the work for a degree.

**Subjects**—The principles of education: Interpretation of problems and aims of education; review of relations of neurology, biology, and psychology to education; democracy and the social aspects of education; reports and discussions of typical school problems and educational experiments. Additional work may be done for an extra hour of credit.

**Subjects**—The history of education: The development of educational theory and practice in Europe and America.

**Subjects**—Secondary education: psychology of high school pupil; the history, principles of teaching, courses of study, and organization of high school education.

**Subjects**—Current educational movements and experiments; Special studies and reports from current literature of recent movements, surveys, and experiments in field of elementary education. Arrangements made for visiting local and New York schools in which new and significant work is being done.

**Subjects**—School administration: Economic and social aspects of education; school administration, officers, supervision, program and curriculum; the problems of organization and method will be investigated, and investigation directed to most practical ends. Opportunity will be given to study grades of schools, including normal, high, urban, and rural schools.

**Subjects**—School economy: Problems of equipment, management, instruction in the elementary schools; art and practice of teaching, apportionment and use of time, the planning of lessons and standards for measurements of results; demonstrations of actual school work with groups of children.

**Subjects**—The hygiene of child development: Forms of physical and mental development; school hygiene, elementary diagnosis of defects by teachers; psychopathic traits and tendencies of childhood; mental hygiene of normal and of superior children.

**Subjects**—Subnormal children and the public school: Classification, causation, diagnosis, methods of testing, training, and treatment; social, medical, administrative, and preventive aspects of the problem; the school care of defective children; clinical demonstrations of cases.

**Subjects**—Clinical child psychology: Psychology applied to examination of school children, with first-hand study of backward, defective, and superior types; minor problems of investigation assigned and reported.

**Subjects**—Psycho-clinical practice: Actual use of psycho-clinical methods under supervision; examination of cases in the Juvenile Psycho-clinic, and field work. Intended for advanced students who wish to develop ability in mental diagnosis.

**Subjects**—Educational psychology: Training of the senses, observation, memory, perception, reading, writing, drawing, fatigue, practice, formal training, and mental tests.

**Subjects**—Psychology of the common school subjects: Psychological and related facts involved in the learning and teaching of reading, writing, arithmetic, drawing, history and geography.



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**Subjects**—Psychology for teachers: Facts and principles of psychology, and their application to education.

**Subjects**—Theory of religious education: Fundamental presuppositions and principles of religious education; the relation between religion and education, psychological and social factors conditioning religious growth and development; the functions in religious education of family, church, and state.

**Subjects**—History of religious education: The development of educational practice and theory within the Jewish and Christian churches; the great catechisms; modern movements in religious education within and without the Church.

**Subjects**—Psychological principles of moral and religious education in childhood and adolescence: Facts and principles of mental development throughout childhood and adolescence, with special reference to the problems of moral and religious education.

### ELEMENTARY SCHOOL TEACHING (Summer Session)

STATE NORMAL TRAINING SCHOOL, Danbury

**Purpose**—This course is designed to meet the needs of teachers in all grades below the high school, either of city or rural schools.

**Subjects**—Reading, English, arithmetic, science, geography, penmanship, history, current history, citizenship, hygiene, school management, sewing, drawing, cooking, agriculture, music.

**Admission requirements**—High school graduation

**Credit**—Certificate

**Length of course**—4 weeks, beginning July

**Fee**—None

### EVENING SCHOOL TRAINING (Summer Session)

STATE NORMAL TRAINING SCHOOL, Danbury

**Purpose**—A practical course planned for those who teach or contemplate teaching in evening schools for students hitherto unable to read and write the English language.

**Subjects**—Lectures, class discussions, and demonstrations with classes of adult students.

**Admission requirements**—High school graduation

**Credit**—Certificate

**Length of course**—4 weeks, beginning July

**Fee**—None

### HIGH SCHOOL TEACHING (Summer Session)

STATE NORMAL TRAINING SCHOOL, Danbury

**Purpose**—To offer the advantages of the normal school to those who teach or intend to teach in high schools.

**Subjects**—Class study and discussions of purposes and methods in high school subjects, especially science, mathematics, French and history; practice. Classes of high school students will be organized by the instructors, who will demonstrate methods under actual classroom conditions.

**Admission requirements**—College or normal school graduation, or teaching in the secondary schools

**Credit**—Certificate

**Length of course**—6 weeks, beginning July

**Fee**—None

### HOUSEHOLD ECONOMICS TEACHING

CONNECTICUT AGRICULTURAL COLLEGE, Storrs

(See page 53.)

STATE NORMAL TRAINING SCHOOL, Willimantic

(See page 55.)

## PROFESSIONS

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### KINDERGARTEN TEACHING

STATE NORMAL TRAINING SCHOOL, New Britain

**Subjects**—Psychology, history of education, Froebelian literature, children's literature and story telling, music and songs in the kindergarten, nature study, materials, plays and games, kindergarten programs; English literature, grammar and composition; physics, chemistry, biology, school hygiene; U. S. history, methods in reading and spelling, art, gymnastics.

**Admission requirements**—Age 16; high school graduation; ability to sing and play piano

**Credit**—Diploma

**Length of course**—2 years, beginning September

**Fee**—Free to those who declare their intention to teach in the common schools of this state; materials \$10

**NOTE**—A three years' course is also offered embracing, in addition to advanced kindergarten and academic work, the theory and practice of primary training

### KINDERGARTEN TEACHING

STATE NORMAL TRAINING SCHOOL, Willimantic

**Subjects**—The use of Froebel's gifts, games, literature for children, drawing; study of lives of educational reformers; making plans for regular work and special plans for holidays; organization.

**Admission requirements**—Age 16; high school graduation; ability to play piano and sing

**Credit**—Diploma

**Length of course**—2 years, beginning September

**Fee**—None

### MUSIC TEACHING

CONNECTICUT COLLEGE FOR WOMEN, New London (See page 83).

HARTFORD CONSERVATORY OF MUSIC, Hartford (See page 83).

SCHOOL OF MUSIC, Yale University, New Haven (See page 83).

### NORMAL TRAINING COURSE

STATE NORMAL TRAINING SCHOOL, Danbury

**Subjects**—English, science, arithmetic, history of education, physiology, citizenship, history, geography, psychology, introduction to study of education, drawing, music, physical training, penmanship, logic, principles of teaching, art of teaching, rural school management, history, sociology, sewing.

**Admission requirements**—Age 16; high school graduation

**Credit**—Diploma

**Length of course**—2 years, beginning September

**Fee**—None

### NORMAL TRAINING COURSE (Summer Session)

STATE NORMAL TRAINING SCHOOL, Danbury

**Subjects**—The work in the normal school department will correspond to that done in some of the courses regularly given in the established sessions of the school, both in the senior and the junior years. Students who desire to shorten the total duration of their preparation for teaching, may do it by attending this summer term, either one year or two.

**Admission requirements**—Age 16; high school graduation

**Credit**—equivalent to  $\frac{1}{4}$  regular year's work

**Length of course**—6 weeks, beginning July

**Fee**—None

## PROFESSIONS

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### NORMAL TRAINING COURSE

STATE NORMAL TRAINING SCHOOL, New Britain

**Subjects**—Arithmetic, physics, chemistry, physiography, geography, agriculture, biology, U. S. history, civil government, literature, grammar, composition, singing, drawing, gymnastics, penmanship, psychology, practice.

**Admission requirements**—Age 16; high school graduation

**Credit**—Diploma

**Length of course**—2 years, beginning September

**Fee**—Free to those who declare their intention to teach in the common schools of this state

### NORMAL TRAINING COURSE

STATE NORMAL TRAINING SCHOOL, New Haven

**Subjects**—Arithmetic, hygiene, geography, grammar, written language, oral language, reading, chemistry, physics, agriculture, penmanship, drawing, gymnastics, singing, U. S. history, citizenship, laboratory work, art of teaching, rural schools (organization, management, teaching). Five months' training in the model schools (grammar grades, primary grades, kindergarten).

**Admission requirements**—Age 16; high school graduation

**Credit**—Diploma

**Length of course**—2 years, beginning September

**Fee**—None

### NORMAL TRAINING COURSE

STATE NORMAL TRAINING SCHOOL, Willimantic

**Subjects**—Arithmetic, civics, drawing, English, geography, history, library methods, methods, music, penmanship, physical training, physiology, psychology, science, sewing training. Four weeks' intensive study of school management, rural school methods, special methods, and school laws.

**Admission requirements**—Age 16; high school graduation

**Credit**—Diploma

**Length of course**—2 years, beginning September

**Fee**—Free to those who plan to teach in the common schools of the state

### PHYSICAL TRAINING

CONNECTICUT COLLEGE FOR WOMEN, New London (See page 68).

NEW HAVEN NORMAL SCHOOL OF GYMNASTICS, New Haven (See page 67).

### PSYCHOLOGY

CONNECTICUT COLLEGE FOR WOMEN, New London (See note page 110).

WESLEYAN UNIVERSITY, Middletown (See page 110).

### SALESMANSHIP

PRINCE SCHOOL OF SALESMANSHIP, Boston Mass. (See page 56).

## SCIENTIFIC SUBJECTS

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### BACTERIOLOGY

#### BACTERIOLOGY

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—General bacteriology: A study of the principles of bacteriology, including the morphology and physiology of the important pathogenic bacteria and allied microorganisms; theories of immunity and the role of microorganisms in the arts and industries.

**Admission requirements**—General botany, zoology, or chemistry

**Subjects**—General bacteriology, laboratory: The study of the fundamental bacteriological technique, the preparation of culture media; a study and record of selected typical species of bacteria, important for their pathogenic or fermentative activity; the bacteriological examination of water, food, soil; the elements of dairy bacteriology.

**Admission requirements**—General bacteriology, general chemistry  
**Laboratory fee**—\$3.00

#### BACTERIOLOGY

GRADUATE SCHOOL, Yale University. New Haven

(See note foot of page 45.)

**Subjects**—Bacteriology and hygiene: The preparation of culture media, the cultivation and identification of bacteria, staining, and microscopic technique; comprehensive study of bacteria and their relation to disease and to economic problems; the biology and the purification of water supplies and sewage.

**Subjects**—Sanitation and public health bacteriology: Modern laboratory methods in their relation to problems of sanitation and health; bacteriological studies of water, milk, etc.; also the present-day bacteriological and serological methods of disease diagnosis.

**Subjects**—Advanced problems in bacteriology and laboratory technique: Special and advanced phases of bacteriology and technique; planning and conducting of investigational work.

#### BACTERIOLOGY AND HYGIENE

SHEFFIELD SCIENTIFIC SCHOOL, Yale University, New Haven

(See note foot of page 45.)

**Subjects**—First year: Bacteriology and hygiene, advanced bacteriology and hygiene, bacteriological seminary, physiological chemistry, physiology of nutrition, sanitary water analysis; principles of public health, public health administration, parasitology. Second year: Bacteriology and hygiene advanced and final report, bacteriological seminary, general pathology, general sanitary engineering, physical chemistry, industrial chemistry and food analysis, practical sociology (optional), economics.

**Admission requirements**—General chemistry and biology

**Credit**—M. S. in Bacteriology and Hygiene

**Length of course**—2 years

**Fee**—\$125



## SCIENTIFIC SUBJECTS

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### BACTERIOLOGY

WESLEYAN UNIVERSITY, Middletown

**Subjects**—A study of the general subject, with special reference to problems of sanitation and public health.

**Admission requirements**—General biology or botany

**Fee**—None

Tues., Thur., at 2

## BIOLOGY

### BOTANY

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Elementary botany: The life history of a typical seed plant from the seed through germination, and the structure and development of the plant to fruit formation; the relation of the plant to its environment, its adaptations and adjustments; the life history of selected types of plants; the recognition of early spring flowers and our common trees in their summer and winter aspects will be required.

**Laboratory fee**—\$5

**Subjects**—Systematic botany: This course is a study of the local flora and consists of the identification, classification and distribution of the higher plants.

**Admission requirements**—Elementary botany

**Laboratory fee**—\$5

**Subjects**—Comparative morphology and embryology: A preliminary study of the structure development and content of the cell, cell division, tissue formation. (2) Selected types of algae, fungi, liverworts and mosses considered from the standpoint of comparative morphology and relationships. (3) Studies of ferns and seed plants, dealing with the more highly organized groups of plants. The origin and development of sporogenous reproductive and embryological organs are studied. Problems in evolution and inheritance are considered.

**Laboratory fee**—\$5

1 lecture or recitation weekly; 4 hours of laboratory work weekly

**Subjects**—Plant physiology: This course seeks to determine by scientific methods of experiment, an explanation of the essential life processes of plants, the nature and properties of protoplasm, the fundamental phenomena associated with nutrition, absorption, respiration and the reactions of plants to various stimuli.

**Admission requirements**—Elementary botany; general chemistry

**Laboratory fee**—\$3

**Subjects**—Plant pathology: A study of the diagnosis and symptoms of plant diseases and the pathological result of the disease; a study of the fungi and other sources involved in plant diseases. Methods of study, and treatment and prevention of various diseases.

**Admission requirements**—Elementary botany

1 lecture or recitation weekly; 4 hours laboratory work

**Subjects**—Advanced botany: The nature of this course will vary to suit the needs of the student, whose major work is in botany, and will consist of assigned problems or further work in the specific field in which the student is interested.

6 hours per week



## SCIENTIFIC SUBJECTS

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### BOTANY

GRADUATE SCHOOL, Yale University, New Haven

(See note foot of page 45.)

**Subjects**—Special morphology of the thallophytes: Lectures, laboratory work, and excursions dealing with the structure and classification of the algae and fungi.

**Subject**—Special morphology of the bryophytes: Lectures, laboratory work, and excursions illustrating the structure and classification of the hepatics and mosses.

**Subject**—Plant chemistry: The chemistry of plant products, and their physiological significance.

**Subject**—Diseases of trees: The destructive diseases of the timber trees of the United States—their causes, nature, and remedies.

**Subject**—Advanced ecology.

**Subject**—Geographic botany: A consideration, by means of reading and conferences, of the vegetational regions of the earth.

**Subjects**—Botanical methods: Laboratory exercises and field trips. A course designed primarily for those who intend to become teachers. The laboratory work deals principally with methods of cultivating, killing, fixing, imbedding, sectioning, staining, and mounting material. The field trips are devoted to the identification and collection of such plants as are ordinarily used in botanical instruction.

**Subjects**—Advanced morphology of plants.

**Subjects**—Special morphology of woody plants: Laboratory work. A special study of the histology of the woody stem, as illustrated by typical coniferous and broad-leaved trees; followed by a comparative study of the features important in identifying the economic woods of the United States.

**Subjects**—Dendrology: A general taxonomic and biologic study of the forest trees of the United States, special attention being given to species of economic importance.

**Subjects**—Silvics: The factors which affect forest vegetation; the effect of forest vegetation on climate, soil, water, health, and ethics; the development of the tree; the evolution of species, varieties, and forms.

### PHYSIOLOGY

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Anatomy: The structure of the body, the bones and muscles, nerves and blood vessels.

**Subjects**—Hygiene: Elementary anatomy and physiology in relation to hygienic living. Among other topics, exercise, food, clothing, digestion, contagion and reproductions are treated.

**Subjects**—First-aid and physical diagnosis.

### PHYSIOLOGY

GRADUATE SCHOOL, Yale University, New Haven

(See note foot of page 45.)

**Subjects**—Physiological chemistry: The chemical composition of the foodstuffs and the various tissues and fluids of the body; the chemical and physiological processes of respiration, digestion, secretion, excretion, and nutrition in general; the applications of quantitative analytical methods to the problems of metabolism and to the identification and estimation of biological products.

## SCIENTIFIC SUBJECTS

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**Subjects**—Special methods of investigation in physiological and pathological chemistry.

**Subjects**—Physical and nervous physiology: The functions of muscle and nerve, the nervous system; circulation, and respiration, normal and abnormal.

**Subjects**—Research methods of the circulation and respiration.

**Admission requirements**—A thorough training in the general principles and methods of physiology

**Laboratory fee**—\$5

### BIOLOGY

WESLEYAN UNIVERSITY, Middletown

**Subjects**—Physiology: A study primarily of human anatomy and physiology, but a consideration of some general physiological problems is also included.

**Fee**—None

Twice a week

**Subjects**—Evolution: Lectures and recitations. The last half-year is devoted to the study of the evolution of man.

**Fee**—None

Twice a week

### ZOOLOGY

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—General zoology: An introduction to the study of the structure, functions and relationships of animals, and of fundamental biological principles. The first semester deals with invertebrate animals, and includes the relationships between plants and animals. The second semester is devoted to the comparative study of a few representative types of vertebrates, followed by lectures on the principles of organic evolution and the problems of heredity.

**Laboratory fee**—\$6

**Subjects**—Invertebrate zoology: The structure and relationships of invertebrate animals, with emphasis on the economic importance of the various groups. Laboratory and field work.

**Admission requirements**—General zoology

**Laboratory fee**—\$3

First semester

**Subjects**—Comparative anatomy of vertebrates: A comparative study of vertebrates, tracing the evolution of animals from amphioxus and fishes to mammals.

**Admission requirements**—General zoology or equivalent

**Laboratory fee**—\$3

Second semester

**Subjects**—Animal physiology: A general course in human physiology, including a preliminary study of mammalian anatomy; anatomical work, digestion, absorption, excretion, metabolism, animal heat; internal secretions, reproduction, the blood and the lymph, circulation, respiration, muscle and nerve, the central nervous system, the special senses.

**Admission requirements**—General chemistry, general zoology, or food

**Laboratory fee**—\$6

## SCIENTIFIC SUBJECTS

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**Subjects**—Histology and microscopical technique: A study of the microscopic structure of cells and tissues of animals, combined with practical work in preserving, sectioning, staining, and mounting zoological material.

**Admission requirements**—General Zoology

**Laboratory fee**—\$3

Laboratory, 4 hours weekly

First semester

**Subjects**—Vertebrate embryology: Lectures and laboratory work on the fundamental facts of vertebrate development, including the processes of maturation and fertilization.

**Admission requirements**—Comparative anatomy of vertebrates

**Laboratory fee**—\$3

Second semester

**Subjects**—Advanced zoology. This course is adapted to the individual needs of the students who desire additional work in zoology.

**Laboratory fee**—\$6

## ZOOLOGY

GRADUATE SCHOOL, Yale University, New Haven

(See note foot of page 45.)

**Subjects**—Biology of the protozoa: The morphology and physiology and unicellular animals, with special reference to general biological problems. The relations of protozoa to disease are considered incidentally.

**Subjects**—Comparative physiology: Lectures and laboratory work on the reactions of animals, and on the physical activities of living matter.

**Subjects**—Physical chemistry of the cell: The theory and practice of physical-chemical methods applied to the study of cellular phenomena, including a detailed consideration of surface activities, colloids, and cell permeability. Open to advanced students who have had considerable training in the biological sciences and a course in physical chemistry.

**Admission requirements**—Considerable training in the biological sciences, physical chemistry

**Subjects**—Morphology of invertebrates and vertebrates: Conferences on invertebrate morphology, based upon the study of the original literature. Laboratory work by arrangement.

**Subjects**—Lectures and conferences on special topics in vertebrate morphology. Laboratory work by arrangement.

**Subjects**—Cytology: A practical study of the biology of the cell. The morphological and physiological properties of the cell as responsible for the phenomena of life, growth, development, sexual differentiation, inheritance, and evolution.

**Subjects**—Protozoology: Special topics in the morphology and physiology of unicellular organisms. Laboratory work by arrangement. Properly qualified students may undertake the investigation of special problems.

**Subjects**—Forest entomology: Such groups of insects as are of economic importance in the management of forests and the utilization of forest products.

**Subjects**—Experimental zoology: Experimental embryology; the methods and results of the experimental study of development. Laboratory work by arrangement. Regeneration and transplantation, the restitution of lost parts in animals and the transplantation of organs and tissues.

## SCIENTIFIC SUBJECTS

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**Subjects—History of biology:** The various aspects of the biological sciences from the earliest times to the present, giving a general survey of the progressive development of the science of life as a whole.

### APPLIED BIOLOGY

SHEFFIELD SCIENTIFIC SCHOOL, Yale University (Graduate Courses), New Haven

(See note foot of page 45.)

**Subjects—First year:** Advanced invertebrate zoology, elementary entomology, forest entomology, plant physiology, forest botany, diseases of trees, zoological journal club or botanical seminary or both. **Second year:** Electives from the following: parasitology, economic entomology, genetics, botanical methods, plant pathology, research and thesis, zoological journal club, or botanical seminary.

**Admission requirements—**Three-year undergraduate course in zoology and botany

**Length of course—**2 years

**Fee—**\$125

## CHEMISTRY

### CHEMISTRY

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects—General chemistry:** The preparation, properties, and uses of the most important metals and non-metals, and their principal compounds. Emphasis is laid on chemical laws and their interpretation from a modern theoretical standpoint.

**Laboratory fee—**\$4 for each half-year

**Subjects—General chemistry:** A review of ground already covered is supplemented by a study of modern chemical theories, and a detailed study of the metals. If the preparation of the class admits, the second half-year is largely given to elementary work in qualitative analysis.

**Laboratory fee—**\$4 for each half-year

**Subjects—Analytical chemistry (1):** Qualitative analysis. The qualitative separation of the common metals and acids, including practice in the analysis of mixtures and of substances unknown to the student. The work is based upon the modern theory of solution and the laws governing chemical equilibrium.

**Admission requirements—**General chemistry

**Subjects—Analytical chemistry (2):** Quantitative analysis. Typical analysis illustrating both gravimetric and volumetric methods, and interpreted by the theoretical conceptions developed in qualitative analysis.

**Admission requirements—**Qualitative chemistry

**Subjects—Quantitative analysis:** A continuation of quantitative analysis. The course may be arranged to include work in electro-analysis, illustrating the methods used in the electro-deposition of metals.

**Admission requirements—**Quantitative analysis  
2 lectures; 6 hours laboratory work



## SCIENTIFIC SUBJECTS

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**Subjects**—Organic chemistry: (1) A general survey of the compounds of carbon, e. g., hydrocarbons, alcohols, organic acids, fats, soaps, sugars, starches, proteins, dyes, etc. The classification and the relation of the members of both the aliphatic and aromatic series are outlined in the lectures, while the laboratory work furnishes an elementary training in the methods of organic preparations. (2) A more detailed course in organic preparations designed to develop the technique of organic synthesis.

**Admission requirements**—General chemistry  
2 lectures; 3 hours laboratory work

**Subjects**—Organic chemistry: More difficult preparations, in some cases selected from the original literature. Practice in the quantitative analysis of organic compounds may be included. The work is suited to the needs of individual students.

**Admission requirements**—Organic chemistry

2 lectures; 6 hours laboratory work

**Laboratory fee**—\$4 for each half-year

**Subjects**—Physical chemistry: A more extended study of the laws and theories taken up in previous courses relating to the behavior of gases, liquids, and solids, and the nature of solution. Also a study of such topics as the phase, rule, chemical dynamics and equilibrium, electro-chemistry, colloidal solutions, etc. The laboratory work includes the fundamental methods of physico-chemical measurements.

**Admission requirements**—Qualitative analysis, general physics. A course in differential and integral calculus is also advised

**Subjects**—Air, water and food analysis: In this course, work is offered in quantitative organic analysis with special reference to the examination of food products, e. g., alcohols, carbohydrates, fats, lipoids, proteins, preservatives and colors; also tests for inorganic food substances and adulterants, separation of ash constituents. A study of the chemical products of molds and bacteria may be included and the applications of chemistry to problems of public health, including the analysis of air and water.

**Admission requirements**—Quantitative analysis, organic chemistry

## CHEMISTRY

GRADUATE SCHOOL, Yale University, New Haven

(See note foot of page 45.)

**Subjects**—Inorganic chemistry: The experimental study of methods used in the preparation of compounds of the rarer elements.

**Subjects**—Synthetic organic chemistry.

**Admission requirements**—Organic chemistry

**Subjects**—Organic chemistry.

**Subjects**—Biochemistry lectures. Attention will be confined to the chemistry of the following classes of organic compounds; pyrimidines, purines, glyoxalines and hydantoin, polypeptides, glucosides, and aminoacids.

**Subjects**—Advanced organic chemistry. Extended study and original investigation for those who have the proper preparation.

**Subjects**—Physical chemistry. Lectures on the laws and modern theories of physical chemistry. Laboratory work in typical physico-chemical measurements.



## SCIENTIFIC SUBJECTS

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**Subjects**—Electrochemistry. Lectures and laboratory work.

**Subjects**—Electrochemical processes. The preparation, by electrical means, of various inorganic and organic compounds. Practice in typical electrolytic oxidation and reduction processes. Electrolysis of fused salts.

**Subjects**—Radiochemistry. Lectures on the chemical and physical properties of radioactive substances and the hypothesis of atomic disintegration.

**Subjects**—Radioactive measurements. Laboratory experiments on the radiations emitted by radioactive substances, and practical work on the measurement, separation, and identification of the radio-elements.

**Subjects**—Chemical statics and dynamics. Lectures illustrating applications to organic reactions. Laboratory work by arrangement.

**Subjects**—Physical properties and constitution. A systematic study of Smiles' "Relations between Chemical Constitution and some Physical Properties."

**Subjects**—Metallography. The principles of equilibrium and physical chemistry as related to the constitution of alloys.

**Subjects**—Applied organic chemistry. An advanced laboratory and lecture course, which includes the theoretical and practical study of synthetic and natural-occurring organic products.

**Admission requirements**—Synthetic organic chemistry and organic analysis

### APPLIED CHEMISTRY

SHEFFIELD SCIENTIFIC SCHOOL, Yale University, New Haven

(See note foot of page 45.)

**Subjects**—First year: Organic, physical, applied organic chemistry; physical-chemical measurements; certain courses elected from the following: differential calculus, integral calculus, drawing, machine design, hydraulics, strength of materials, electrical English, mechanical technique, shop methods, steam engines and boilers, mechanical laboratory; metallurgic analysis, assaying, metallography, metallurgic laboratory, general metallurgy, advanced analytic chemistry, water analysis, physiological chemistry, bacteriology, toxicology, elementary physiology, plant physiology. Second year: Applied chemistry seminar, investigation in applied chemistry and report, and others of the elective courses listed above.

**Admission requirements**—A. B. or B. S. degree from college or university; undergraduate course in chemistry

**Length of course**—2 years

**Fee**—\$125

### APPLIED BIOCHEMISTRY

SHEFFIELD SCIENTIFIC SCHOOL, Yale University (Graduate Courses), New Haven

(See note foot of page 45.)

**Subjects**—Physiological chemistry (advanced), physical physiology, physiological seminary, quantitative analysis, organic preparations, physical chemistry for biologists. The following electives: industrial chemistry, sanitary water analysis, biochemistry, physico-chemical measurements, bio-chemistry of plants, history of biology, physical chemistry of the cell, bacteriology (advanced), bacteriological seminary, toxicology, investigation in physiological chemistry and report.

## SCIENTIFIC SUBJECTS

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Admission requirements—B. S. or A. B. degree from college or university; reading knowledge of French or German

Credit—M. S. in Applied Biochemistry

Fee—\$125

### CHEMISTRY

WESLEYAN UNIVERSITY, Middletown

Subjects—Organic chemistry: A laboratory course devoted to the study of typical reactions of organic chemistry, and to the preparation and purification of the carbon compounds.

Admission requirements—General principles of organic chemistry

Fee—None

Subjects—Elementary quantitative analysis: A laboratory course in gravimetric and volumetric analysis, with lectures and class discussions.

Admission requirements—Organic chemistry

Fee—None

Subjects—Industrial chemistry: The purpose of this course is to give a broad, cultural idea of the chemical processes involved in modern industry.

Admission requirements—Organic chemistry

Fee—None

Mon., Wed., Fri., at 11

Subjects—Advanced organic chemistry: The lecture work of the first half-year emphasizes particularly the chemistry of the heterocyclic compounds and the terpenes; the second half-year is devoted to organic reactions. The laboratory work comprises chiefly combustion analysis, class reactions, and important syntheses not studied in organic chemistry.

Admission requirements—Organic chemistry, elementary quantitative analysis

Fee—None

Subjects—Physical chemistry: A course in elementary, theoretical and physical chemistry.

Admission requirements—Organic chemistry, elementary quantitative analysis

Fee—None

Subjects—Advanced quantitative analysis: Selected gravimetric, volumetric and gasometric methods, arranged to suit the needs of the individual student.

Admission requirements—Organic chemistry, elementary quantitative analysis

Fee—None

Subjects—Biological chemistry: A course devoted to a general study of the chemistry in biological changes.

Admission requirements—Organic chemistry, general biology

Fee—None

Mon., Wed., Fri., at 9

Subjects—Organic research: Investigation of special problems in synthetic, theoretical and applied organic chemistry.

Fee—None

Subjects—Inorganic research: Investigation of special problems in analytical and physical chemistry.

Fee—None

## SCIENTIFIC SUBJECTS

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### METALLOGRAPHY

#### METALLOGRAPHY

SHEFFIELD SCIENTIFIC SCHOOL, Yale University, (Graduate Courses), New Haven

(See note foot of page 45.)

**Subjects**—First year: Differential calculus, integral calculus, mechanics, metallurgic analysis, organic chemistry, applied chemistry, industrial analysis, qualitative analysis, quantitative analysis, general metallurgy, metallurgy of iron and steel, physical chemistry, physical-chemical measurements, metallurgic equipment, metallurgy of copper, lead, zinc; metallurgy. Second year: Advanced analytic chemistry, applied electrical laboratory, shop methods, strength of materials, metallurgic analysis, advanced strength of materials, metallurgy of gold and silver, theoretical metallurgy, electro-metallurgy, metallography.

**Admission requirements**—Undergraduate courses in chemistry or engineering

**Credit**—M. S. degree in metallography

**Length of course**—2 years

**Fee**—\$125

### PHYSICS

#### PHYSICS

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—General physics (laboratory course): The problems and laboratory experiments are chosen with a view to cultivating a scientific appreciation of modern instruments, machines, discoveries and inventions. Mechanics, heat, magnetism, electricity, sounds and light are treated with a minimum use of mathematics, although a mathematical background is of real value.

**Laboratory fee**—\$7.50

**Subjects**—Mechanics, magnetism and electricity: This course continues the work of general physics, the treatment of the topics being more detailed and involving more mathematics. The general aims are as stated in the above course, greater attention being given to the more careful development of the theory.

**Admission requirements**—General physics

**Subjects**—Heat, light and sound (laboratory course).

**Admission requirements**—General physics, mathematics or equivalents

**Subjects**—Acoustics: A brief course in those topics in sound which are of fundamental importance in music, supplementing the earlier and more general study in general physics.

**Admission requirements**—General physics

## SCIENTIFIC SUBJECTS

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### PHYSICS

GRADUATE SCHOOL, Yale University, New Haven  
(See note foot of page 45.)

**Subjects**—Advanced dynamics: Statics and dynamics, including Lagrange's equations and theoretical dynamics, with applications to particles and rigid bodies.

**Subjects**—Hydromechanics: The motions of fluids in general; tidal and other waves; rotating fluids; and other applications.

**Subjects**—Thermodynamics: The development of the two fundamental laws of thermodynamics, as affording a general theory of physical and chemical equilibrium.

**Subjects**—Kinetic theory of gases.

**Subjects**—Electrostatic measurements: The theory and practice of various electrostatic instruments used in modern research; and of methods of using them for measurements of small capacities, small currents, and small and large potentials.

**Subjects**—Electrostatics and magnetism: The solution of problems of electrostatics and magnetism by means of spherical harmonics, conjugate functions, electrical images, etc.

**Subjects**—Electrodynamics: The dynamics of the electron and the principle of relativity.

**Subjects**—Passage of electricity through gases: The mode of production and properties of gaseous ions; and the modern theory of the various electric discharges through gases.

**Subjects**—Electromagnetic theory of light: Relations to the elastic solid theory and MacCullagh's theory; optics of crystals; dispersion; moving media; applications of the electron theory to problems of emission and absorption.

**Subjects**—Principle of relativity: The experimental evidence; a critical survey of the foundations of electrodynamic theory.

**Subjects**—Radiation: Experimental and theoretical.

**Subjects**—Physical optica and spectroscopy.

### PHYSICS

WESLEYAN UNIVERSITY, Middletown

**Subjects**—Sound; geometrical optics: A general treatment of the phenomena of sound, followed by a brief introduction to geometrical optics.

**Admission requirements**—Elementary physics

**Fee**—None

Mon., Wed., Fri., at 12

**Subjects**—Physical optics: An elementary treatment of the wave-theory of light, interference, diffraction, spectrum analysis, double refraction, polarization, etc.

**Admission requirements**—Sound, geometrical optics

**Fee**—None

Mon., Wed., Fri., at 12



## SCIENTIFIC SUBJECTS

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**Subjects—Heat:** A general course in the subject (Omitting thermodynamics.)

**Admission requirements—**Elementary physics

**Fee—**None

3 times a week

**Subjects—Thermo-dynamics:** Text-book and lectures on the elements of thermo-dynamics, with special application to the steam engine, and involving a few elementary exercises in engine testing.

**Admission requirements—**Differential and integral calculus, heat

**Fee—**None

3 times a week

**Subjects—Applications of electricity and magnetism:** An elementary treatment of the electric and magnetic phenomena in nature; magnetic properties of iron; electrolysis and storage batteries; electric heat, light and power; telegraphy and telephony; electric waves, Röntgen rays, and radio-activity.

**Admission requirements—**Elementary physics

**Fee—**None

Tues., Thur., Sat., at 10

**Subjects—Experimental electricity:** Laboratory practice in electricity and magnetism, with occasional lectures. Opportunity is given for some shop-work.

**Admission requirements—**Elementary physics, applications of electricity and magnetism

**Fee—**None

3 times a week

**Subjects—Dynamos, motors and transformers:** Text-book and lectures on the elements of direct and alternating current machinery, with laboratory tests by the class. Use is made of the steam engine and generator at the boiler house.

**Admission requirements—**Elementary practical physics; applications of electricity and magnetism

**Fee—**None

3 times a week

**Subjects—Advanced electricity:** Text-book and lectures on the elementary mathematical theory of electricity and magnetism. In the second half-year, the subject of radio-telegraphy is especially considered and the work is in part experimental.

**Admission requirements—**Elementary practical physics; applications of electricity and magnetism; differential and integral calculus

**Fee—**None

Tues., Thur., Sat., at 11

**Subjects—Practical physics:** Careful measurements in mechanics, heat, sound and light.

**Admission requirements—**Elementary practical physics

**Fee—**None

Tues., Wed., Thur.

**Subjects—Advanced experimental electricity:** Selected problems in electricity and magnetism, particularly in alternating currents, electric oscillations, and discharge through gases.

**Admission requirements—**Experimental electricity; calculus; advanced electricity or dynamos and transformers

**Fee—**None



## SCIENTIFIC SUBJECTS

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### PSYCHOLOGY

#### PSYCHOLOGY

CONNECTICUT COLLEGE FOR WOMEN, *New London*

(See note foot of page 15.)

**Subjects**—General psychology: An introductory course in normal, adult psychology, including minor, but typical, psychological experiments. It is a prerequisite for all further work in psychology of education.

**Subjects**—Genetic psychology: A study of animal behavior and of animal consciousness in their origin and evolution. Includes among others, these topics: (1) the evolution of nervous systems and of sense organs; (2) the nature of the conscious life of insects; (3) the behavior and intelligence of the higher vertebrates.

**Subjects**—Child Psychology: The development of the physical and conscious life of the child, with special reference to the educational significance of the process.

#### PSYCHOLOGY

WESLEYAN UNIVERSITY, *Middletown*

**Subjects**—Physiological and experimental psychology: The course aims at a dynamic psychology. It deals with the nervous conditions of consciousness, with special reference to mental work, fatigue, and efficiency, the origin and integration of knowledge and conduct. Experimental methods of investigation are discussed and illustrated by class demonstrations.

**Admission requirements**—Elementary psychology

**Fee**—None

**Mornings**—Mon., Wed., Fri., at 8

**Subjects**—Normal and abnormal emotions and will. A general account of the emotions, the will, and human personality. A more detailed account of special phenomena, including anger, fear, the tender emotions, sympathy, the aesthetic emotions, the religious emotions, emotional prejudice, the motor value of ideas, suggestion and hypnotism, compulsive ideas, etc.

**Admission requirements**—Elementary psychology

**Fee**—None

**Subjects**—Educational psychology: The laws of mental development and the psychological basis of educational theory and practice. In conjunction with elementary psychology, this course is planned to meet the requirements in educational psychology of those states and cities which demand the professional training of teachers, but it is also for those whose interest in the psychological problems of education is non-professional.

**Admission requirements**—Elementary psychology

**Fee**—None

**Mornings**—Tues., Thur., at 10

## SOCIAL AND CIVIC WORK

### ❖ AMERICAN GOVERNMENT AND ADMINISTRATION

NEW YORK SCHOOL OF PHILANTHROPY, 105 East 22nd Street, New York

**Subjects**—Fundamental principles of the American constitutional system; but special emphasis is laid upon functions of government, such as taxation, regulation of industry and labor, control and management of public utilities, health, charities, correction, education, and other governmental activities relating to social welfare.

**Credit**—3 points

**Length of course**—September to May

**Fee**—\$18

### ❖ CHILD AND FAMILY WELFARE

NEW YORK SCHOOL OF PHILANTHROPY, 105 East 22nd Street, New York

**Subjects**—Social care of destitute and delinquent children; of neglected, foundling, defective and handicapped children.

**Credit**—3 or 6 points

**Length of course**—September to May

**Fee**—\$18 or \$36

**Subjects**—Various programs of social work which may be carried out by direct contact with families.

**Credit**—3 points

**Length of course**—September to February

**Fee**—\$18

**Subjects**—Students who are taking the complete course in the New York School of Philanthropy may choose this seminar course as a major, electing either (a) family welfare; prerequisites: 36 points, including courses in method of social case work, family welfare, and behavior, and at least 12 points in field work; or, (b) child welfare; prerequisites: 36 points, including courses in method of social case work, field work, and child welfare or family welfare; parallel requisites: development of social cases, studies in behavior and a minimum of 12 points in field work. Electives to make a total of 96 points in the two years.

**Credit**—Diploma

**September to May**

**Fee**—\$150 for 2 years

### ❖ COMMUNITY SOCIALIZATION

NEW YORK SCHOOL OF PHILANTHROPY, 105 East 22nd Street, New York

**Subjects**—The school and the community: A consideration of what the public school stands for and what part it is taking in the solution of social problems.

**Credit**—3 points

**Length of course**—September to February

**Fee**—\$18

**Subjects**—Community problems: An examination of the chief weaknesses in community organization and a consideration of actual and possible remedies.

**Credit**—3 points

**February to May**

**Fee**—\$18

## SOCIAL AND CIVIC WORK

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**Subjects**—Seminar in community work; students who are taking the complete course in the New York School of Philanthropy may choose this seminar as a major. Prerequisites: 36 points, including courses in method of social case work, field work, and community problems, the school and community, or recreation.

**Total requirements for diploma**—96 points

### ⊛ CRIME AND PUNISHMENT

NEW YORK SCHOOL OF PHILANTHROPY, 105 East 22nd Street, New York

**Subjects**—General criminology; principles and theories of criminal causation and of the aims of punishment, with some reference to criminal law and procedure, as reflecting current conceptions.

**Credit**—3 points

**Length of course**—September to May

**Fee**—\$18

**Subjects**—Descriptive penology: How far legal punishment for crime has attained its ends. Types of penal institutions; prison discipline; modern experiments, such as the honor system, self-government, probation and parole.

**Length of course**—February to May

**Fee**—\$18

**Subjects**—Seminar course in criminology: Students who are taking the complete course in the New York School of Philanthropy may choose this course as a major. Case study and practical experience in clinical criminology, psychiatry, criminal personalities, formation of anti-social tendencies, penal and reformatory methods. Prerequisites: 36 points, including courses in method of social case work, criminology, and penology, and in community problems or recreation. Parallel or prerequisite, psychology of behavior and abnormal psychology; electives.

**Total requirements of diploma**—96 points

**Length of course**—September to May

**Fee**—\$150 for 2 years

### ⊛ THE IMMIGRANT

NEW YORK SCHOOL OF PHILANTHROPY, 105 East 22nd Street, New York

**Subjects**—A study of the characteristics of the European groups with which social workers will probably come in touch.

**Credit**—3 points

**Length of course**—September to May

**Fee**—\$18

### ⊛ INDUSTRIAL CONDITIONS

NEW YORK SCHOOL OF PHILANTHROPY, 105 East 22nd Street, New York

**Subjects**—A consideration of the social questions arising out of the relationship between employer and employee.

**Credit**—3 or 6 points

**Length of course**—September to May

**Fee**—\$18 or \$36

**Subjects**—Seminar in industry: Students who are taking the complete course in the New York School of Philanthropy may choose this course as a major. Each student will choose one subject for intensive study—industrial conditions, industrial relations, labor legislation, etc.

## SOCIAL AND CIVIC WORK

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Admission requirements—36 points, including course in method of social case work, industrial conditions, statistical methods, and field work

Total requirement for diploma—96 points

Length of course—September to May

Fee—\$150 for 2 years

### ★ METHODS OF SOCIAL CASE WORK

NEW YORK SCHOOL OF PHILANTHROPY, 105 East 22nd Street, New York

Subjects—Methods illustrated by case histories of handicapped individuals and families.

Credit—3 points

Length of course—September to May

Fee—\$18

Subjects—Social work: Principles, experiences, methods, and technique of typical examples of modern social agencies, with a consideration of social conditions which have given rise to them.

Credit—3 or 6 points

Length of course—September to May

Fee—\$18 or \$36

Subjects—The field of social work; its status as a profession, and the basis of its future development.

Credit—3 points

Length of course—February to May

Fee—\$18

Subjects—Field work: Practical experiences in case work involving the technic of dealing with handicapped individuals and families.

Credit—4 points

Length of course—September to May

Fee—\$24

Subjects—Development of social case work: A discussion of the standards, methods, and types of organized effort which will contribute most effectively to the further development of social case work.

Credit—3 or 6 points

Length of course—September to May

Fee—\$18 or \$36

### ★ PUBLIC ADMINISTRATION

NEW YORK SCHOOL OF PHILANTHROPY, 105 East 22nd Street, New York

Subjects—Intensive studies in the public administration of important social activities: health, charities, recreation, police, fire, tenement-house, hospital, correction. Special emphasis will be laid upon the form of the budget for these several activities and upon the administrative organization for the conduct of the work.

Admission requirements—Open only to students who have completed one year in the New York School of Philanthropy, or equivalent

Credit—6 or 12 points

Length of course—September to May

Fee—\$36 or \$72

## SOCIAL AND CIVIC WORK

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### PUBLIC HEALTH

GRADUATE SCHOOL, Yale University, New Haven

(See note foot of page 45.)

**Subjects**—Principles of public health: Fundamental relations between man, his microbic enemies, and his physical environment; Sanitation of air-supplies, milk-supplies, water-supplies, and food-supplies; disposal of wastes; control of communicable diseases; insects and disease.

**Subjects**—Public health administration: Organization, powers, and functions of national, state and local boards of health; principles underlying administrative control of disease; campaigns against infant mortality and tuberculosis, and present-day movement for public health education; school, industrial, and military hygiene.

### PUBLIC HEALTH

SCHOOL OF MEDICINE, Yale University, New Haven

(See note foot of page 45.)

**Purpose**—To prepare suitably qualified persons for public health work, especially for administrative and executive positions, such as health officers or members of boards of health, or secretaries, agents or inspectors of health organizations; opportunity will also be offered to students with adequate preparation for specialization in public health chemistry, public health, bacteriology, sanitary engineering and vital statistics.

**Admission requirements**—Candidates holding A. B., B. S., Ph.D., or M.D., degrees may be admitted, provided that they have covered the fundamental prerequisites to the particular subjects which they wish to study. Candidates must be registered as special students in both the Sheffield Scientific School and the Yale School of Medicine

**Credit**—Certificate in Public Health

**Length of course**—1 year beginning September

**Fee**—\$150 for the course

### ❖ RECREATION

NEW YORK SCHOOL OF PHILANTHROPY, 105 East 22nd Street, New York

**Subjects**—Leisure time in its broader aspect, together with a study of the problems the social worker must face in this field.

**Credit**—3 points

**Length of course**—February to May

**Fee**—\$18

### ❖ SOCIAL WORK

SCHOOL OF SOCIAL WORK, Simmons College, Boston, Mass.

**Subjects**—Class instruction and supervised field work, correlated, in social case work with individuals and families in illness or other distress, or lacking opportunities; child welfare; neighborhood and community work; modern industry and the social worker; social work, its history and tendencies, its relation to government; social research; all together including the most important approaches, either to social work primarily with individuals and families, or to social work primarily with the neighborhood and the community.



## SOCIAL AND CIVIC WORK

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### SOCIOLOGY

CONNECTICUT COLLEGE FOR WOMEN, New London

(See note foot of page 15.)

**Subjects**—Principles of Sociology: Structure, organization and evolution of society; biological, economic and psychological factors of social control; social progress; the social mind; the origin and functions of social institutions, such as the family, codes of morality, religion.

**Subjects**—Social Pathology: Causes of poverty and crime, and the principles and methods of prevention and treatment. Each student will be required to visit a number of institutions for the care of dependents and delinquents, in order to get some first-hand knowledge of the problems she is attempting to solve.

### ⊕ STATISTICAL METHODS

NEW YORK SCHOOL OF PHILANTHROPY, 105 East 22nd Street, New York

**Subjects**—Practical instruction in the simple statistical methods likely to be used by social workers, such as the preparations of schedules, tabulations, averages, percentages and graphs.

**Credit**—3 points

**Length of course**—February to May

**Fee**—\$18

**Subjects**—Record keeping and school accounting; standards and methods of record keeping, including the analysis and interpretation of results in social work.

**Credit**—3 points

**Length of course**—February to May

**Fee**—\$18

**Subjects**—Management and finance, efficiency of public and private institutions, form and content of modern budgets, problems of civil service and personnel, central purchasing and supply systems.

**Credit**—3 points

**Length of course**—February to May

**Fee**—\$18

### ⊕ PUBLIC EMPLOYMENT BUREAU WORK

SCHOOL OF SOCIOLOGY AND SOCIAL SERVICE, Fordham University, New York

**Subjects**—History of public employment bureaus, kinds of public bureaus, public employment bureau laws, office practice, labor supply and demand, placement work, labor as affected by the war, vocational subjects, books, reports, magazine articles.

**Credit**—Certificates

**Length of course**—September to May

**Fee**—\$10

### ⊕ VOCATIONS FOR GIRLS AND WOMEN

TEACHERS' COLLEGE, 525 West 120th Street, New York

**Subjects**—A brief survey of the principal positions and opportunities open to women and girls. Course especially recommended to those interested in vocational guidance.

**Credit**—2 points

**Length of course**—February to May

**Fee**—\$12

**Afternoons**—Mon., Wed., 5.10 to 6

## SOCIAL AND CIVIC WORK

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### ✪ VOCATIONAL GUIDANCE

TEACHERS' COLLEGE, 525 West 120th Street, New York

Subjects—Methods, problems and administration of vocational guidance.

Credit—2 or 4 points

Length of course—September to May

Fee—\$12 or \$24

Mornings—Sat., 11 to 12.50

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